Enterprise Project Costing 9.0
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Enterprise Project Costing 9.0

PeopleSoft Project Costing is a powerful application that will allow you to efficiently track and analyze project costs and allocate project resources. Project Costing seamlessly integrates with several other PeopleSoft applications.

Upon successful completion of this module, you will be able to:
• Create projects in PeopleSoft.
• Maintain projects in PeopleSoft.
• Organize using project trees projects.
• Analyze projects.
• Manage resource transactions.
• Explain the basics of project integration.
• Explain Projects integration with Asset Management.
• Explain Projects integration with General Ledger.
• Explain Projects integration with Procurement.
• Explain Projects integration with Time and Labor.
• Explain Projects integration with Expenses.
• Explain Projects integration with third-party applications.

Introduction to Project Costing

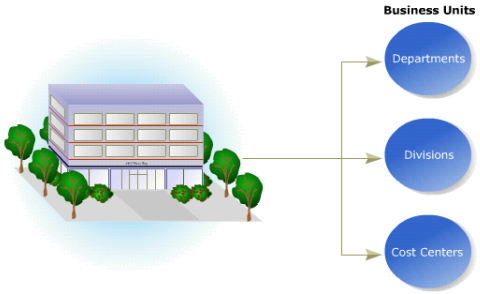
This lesson will give you an understanding of the primary functionality of PeopleSoft Project Costing.

Upon successful completion of this lesson, you will be able to:
• Describe what PeopleSoft Project Costing is.
• Create a project.

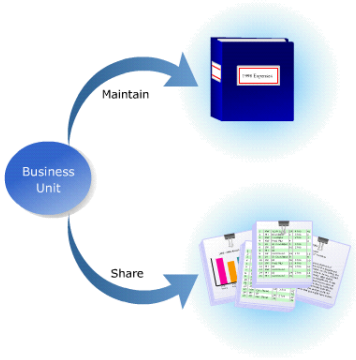
Understanding Project Costing

This topic will give you an overview of the PeopleSoft Project Costing application. PeopleSoft Project costing enables you to divide work into convenient manageable entities for cost assessments and workflow analysis.

Procedure

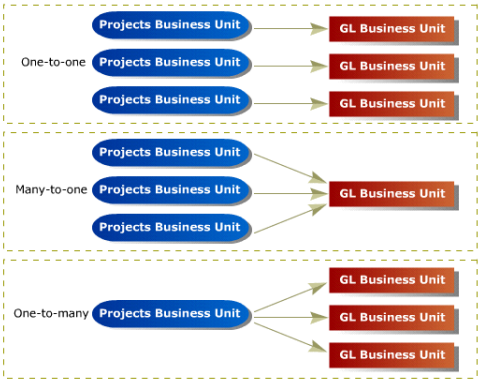


Step	Action
1.	Organizations are often divided into many operational areas. These areas can be referred to by such terms as departments, divisions, and cost centers. PeopleSoft, however, defines these operational areas as **business units**.

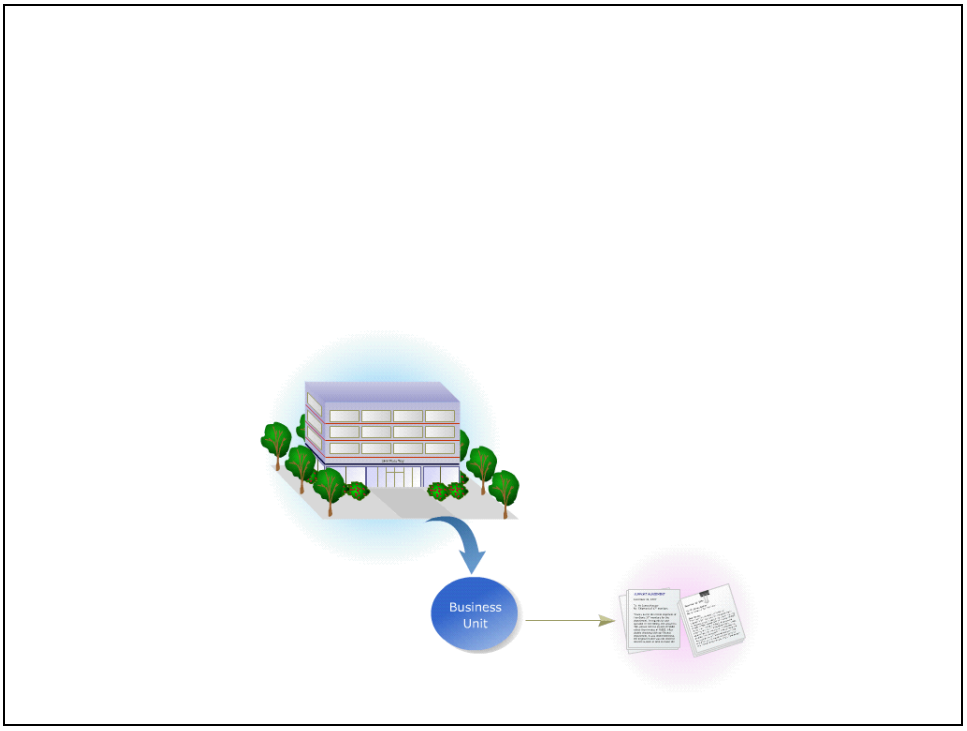


Step	Action
2.	Projects business units represent a grouping of projects. For instance, the Projects business unit can be set up to group projects for the entire corporation, countries, locations, or sites. The business unit can also make the distinction between internal and external projects. Individual or multiple business units can also maintain entirely unique information.

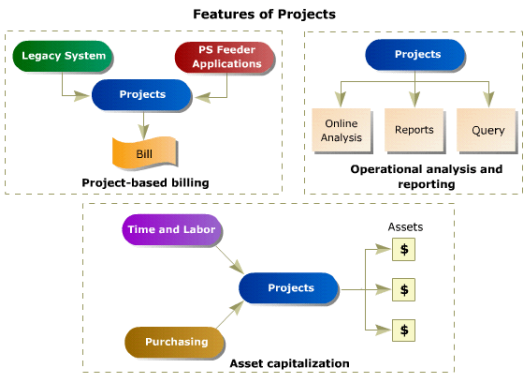
Step	Action
3.	Regardless of the number of business units implemented, your organization can still use a central database for consolidated financial reporting at any level in the organizational hierarchy. Reports and statements can also be generated for individual Projects business units.



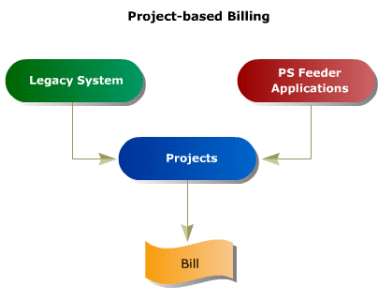
Step	Action
4.	PeopleSoft integrates business units in Projects to business units in other financial applications through **integration templates**. With these templates, you can specify a one-to-one, many-to-one, or one-to-many relationship between Projects business units and business units for other financial applications.
5.	In a unique relationship with General Ledger as shown in the graphic, one Projects business unit can map to many General Ledger business units. The graphic illustrates the three types of relationships between Projects and General Ledger business units.



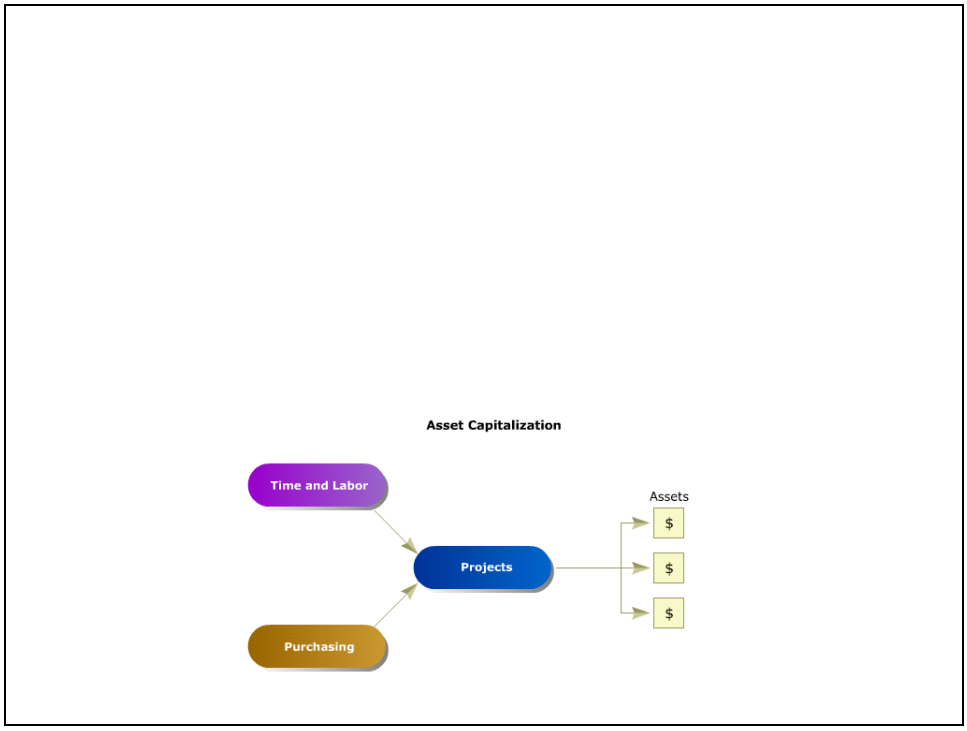
Step	Action
6.	Almost all information tracked in PeopleSoft is keyed by the business unit. Using multiple business units in PeopleSoft lets an organization take advantage of individualized reporting along with the consolidated reporting.



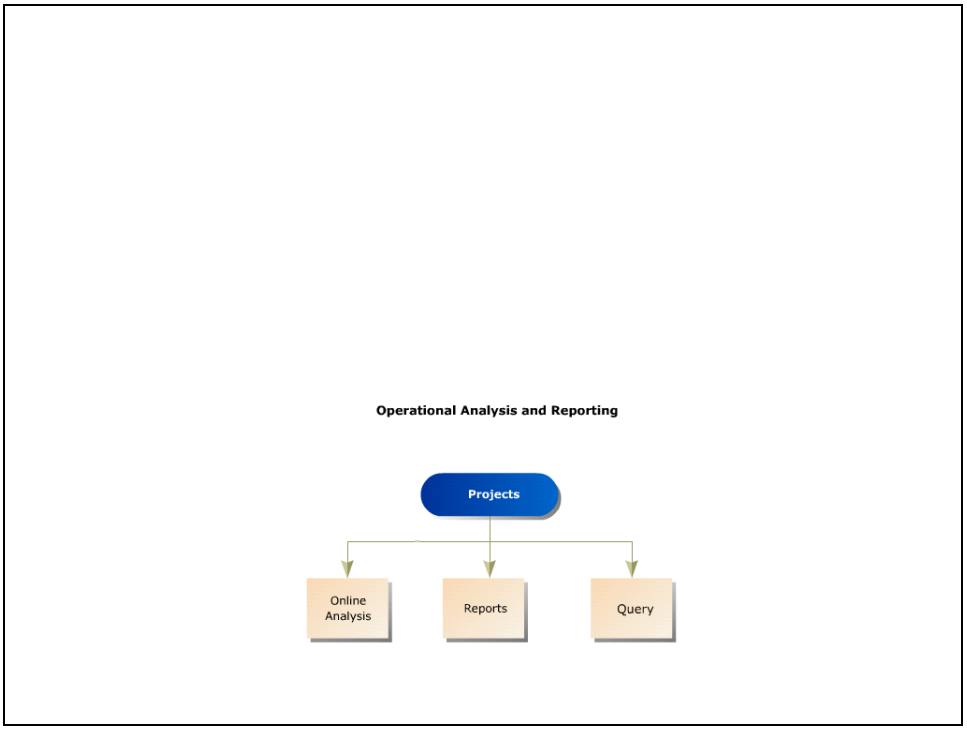
Step	Action
7.	Through integration with other PeopleSoft applications and/or third-party applications, Projects accumulates a large amount of resource transaction data. Each resource transaction contains a cost and a quantity, as well as identifiers for the cost. The value of Projects is that it can reflect costs in meaningful ways. The three primary features of Projects are: • Project-based billing • Asset capitalization • Operational analysis and reporting



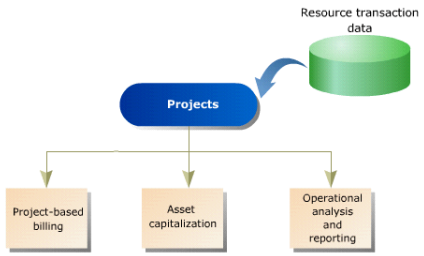
Step	Action
8.	Integration with other applications enables Projects to participate in the **billing process**. Projects enables you to import costs from PeopleSoft applications like Purchasing, Time and Labor, and Expenses or third-party applications into Projects. It can then manipulate and bill costs for specific tasks, an entire project, or a group of projects.



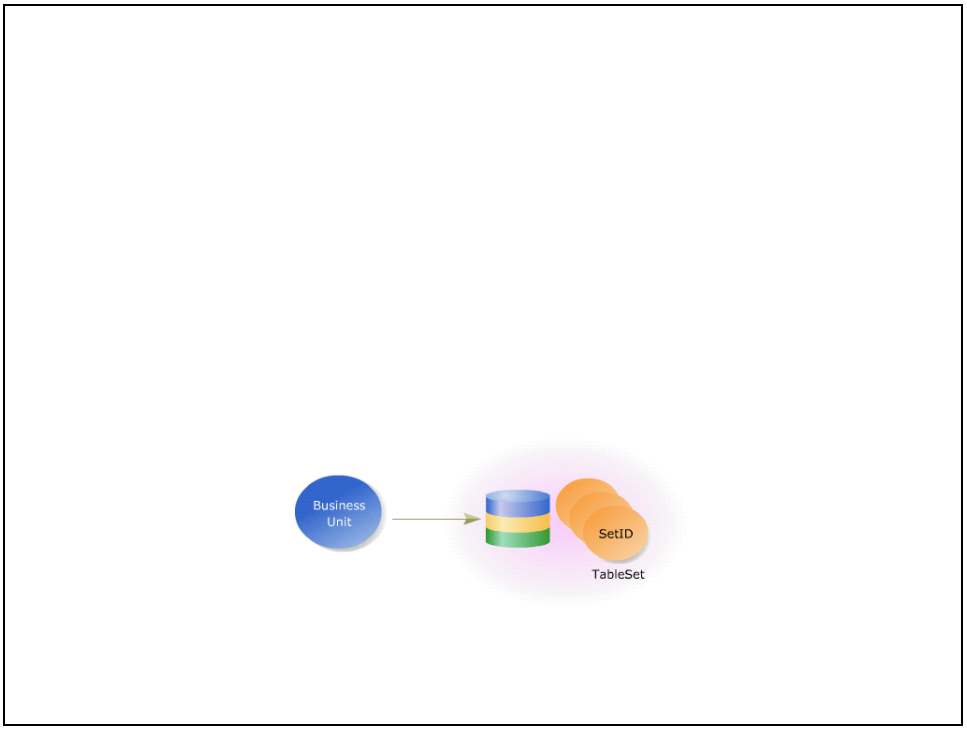
Step	Action
9.	Integration with other applications also enables Projects to participate in **asset capitalization**. The labor and materials costs for projects can be captured and associated with specific assets.



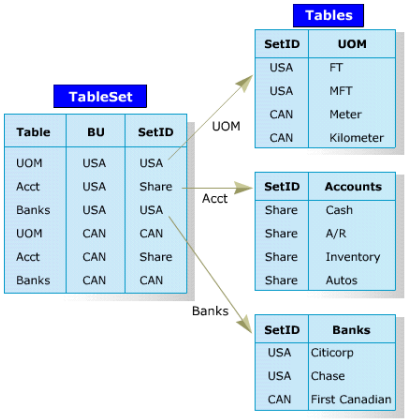
Step	Action
10.	With all of the resource transactions associated with various projects, it is essential to be able to view and analyze costs, and create reports with meaningful data. Projects provides great flexibility in how you can structure data to suit your business operations. Projects includes procedures that enable you to view data online, and run pre-defined reports for summary information and transaction level details. In addition, you can use PeopleSoft Query to build customized reports for project information.



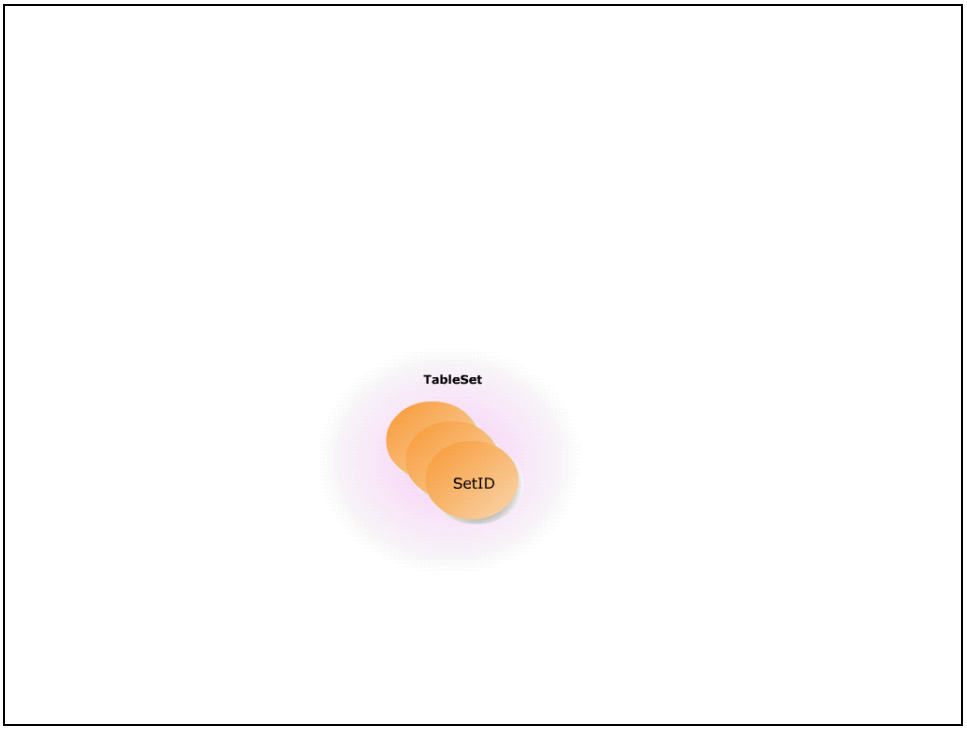
Step	Action
11.	Projects stores a large amount of resource transaction data and enables you to use that data for project-based billing, asset capitalization, and operational analysis and reporting.



Step	Action
12.	Each business maintains its own set of books. Therefore, there must be a set of tables defined in the database to store the information. The accounting structure for each business unit that you create is defined by a collection of tables known as a **TableSet** and is identified by a **SetID**.



Step	Action
13.	TableSet and SetID is a concept that is closely related to business units. Business units maintain an independent set of books, but they can also share certain information. For example, you are acquiring a new wire and cable business with one location in the US and another in Canada. You want to set up two new business units for the two locations. You decide to set up business units USA and CAN and SetIDs USA, CAN, and Shared.
14.	The TableSet and SetID relationship for the new business units is displayed on the screen. To set up business units, you develop tables for UOM (Unit Of Measurement), Accounts, and Banks and define the values for certain SetIDs in the tables. You use the SetIDs in the TableSet to link the business unit USA to valid values in the tables. Notice that both business units CAN and USA use the Share SetID for accounts because they have the same chart of accounts.
15.	If you are implementing this system for the first time, you have to set up tables. However, if you are only adding another business unit located in the US to existing units, you can set up or copy the USA business unit TableSet. You save time by sharing tables and using previously created SetIDs. This is because PeopleSoft reduces the amount of time required to implement a similar business unit.



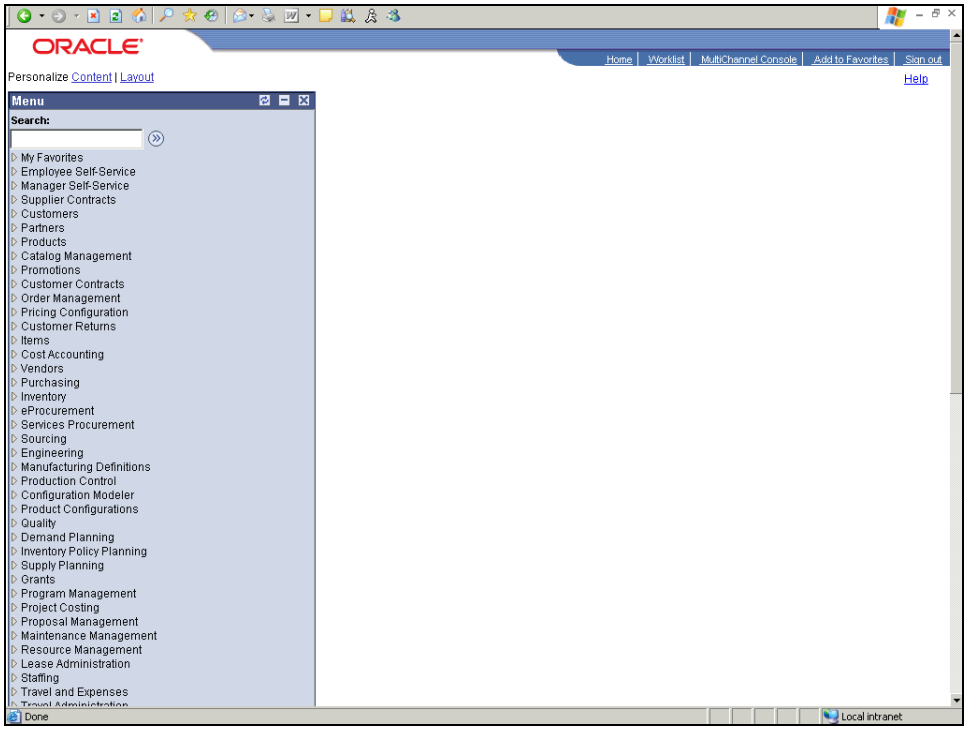
Step	Action
16.	TableSets are the building blocks of your PeopleSoft implementation and are identified by a SetID that links to tables. By defining common TableSets and sharing them, you can reduce the amount of redundant work required to implement and maintain your installation. Also, where required, you can create custom TableSets to handle unique business unit requirements.
17.	You have completed the Understanding Project Costing topic. **End of Procedure.**

Creating a Project

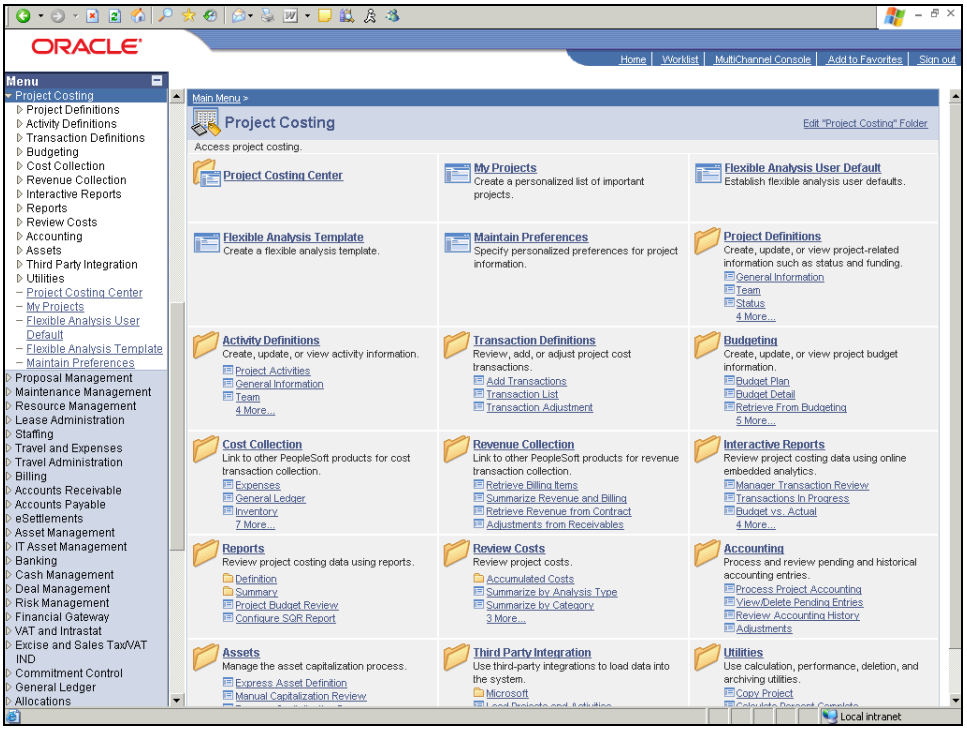
When you create a project, you define the structure to which activities and resources are added. You must set up a project before you can attach any activities or resources to it.

In this topic, you will create a project.

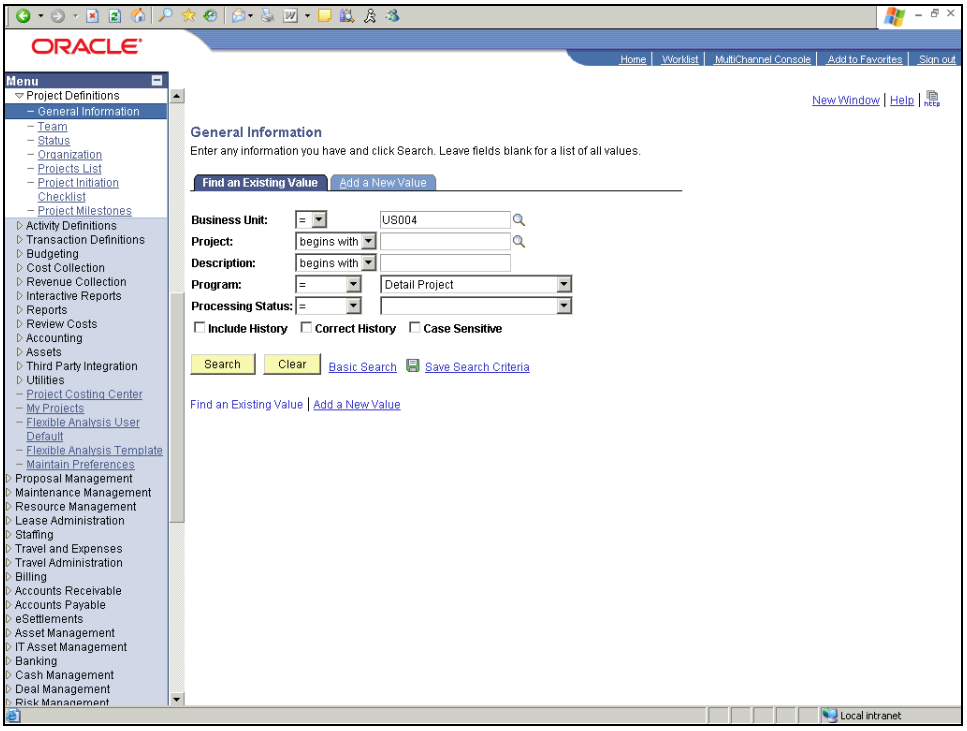
Procedure



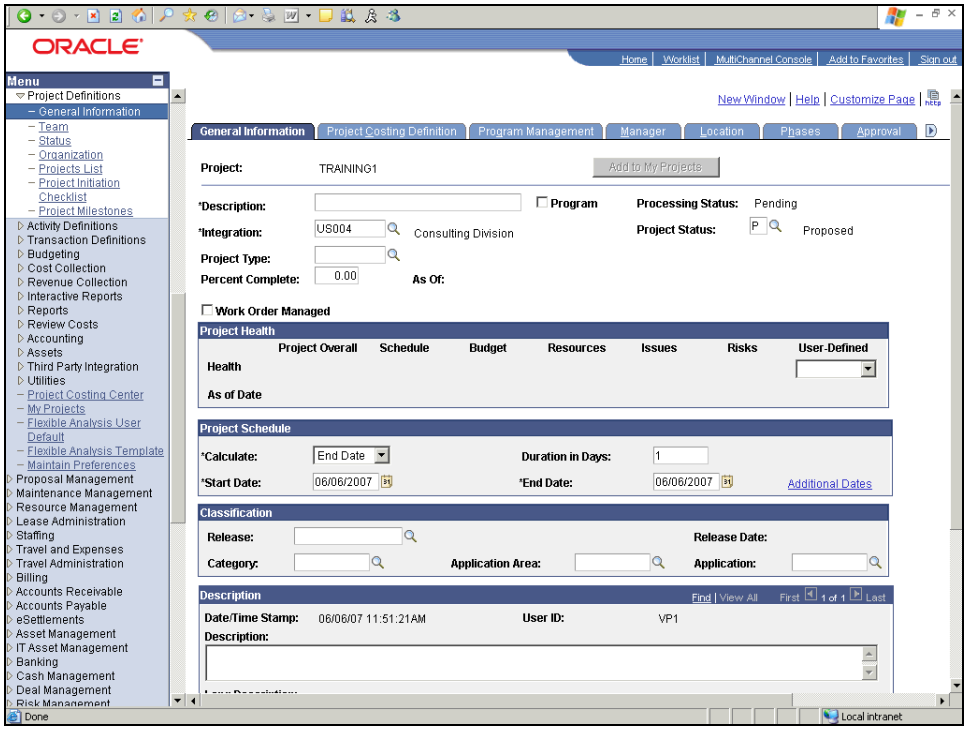
Step	Action
1.	Begin by navigating to the **General Information** page. Click the **Project Costing** link. ▷ Project Costing



Step	Action
2.	Click the **General Information** link. General Information

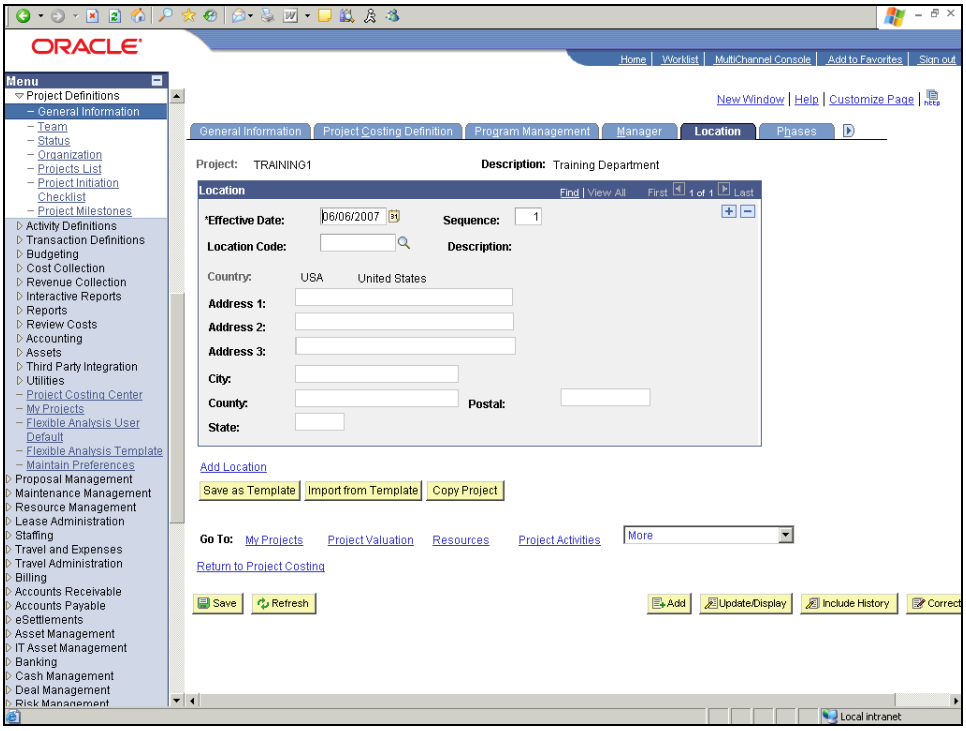


Step	Action
3.	Click the **Add a New Value** tab.
4.	Click in the **Project** field. NEXT
5.	Enter the desired information into the **Project** field. Enter "**TRAINING1**".
6.	Click the **Add** button. Add
7.	Use the **General Information** page to create or update a project.

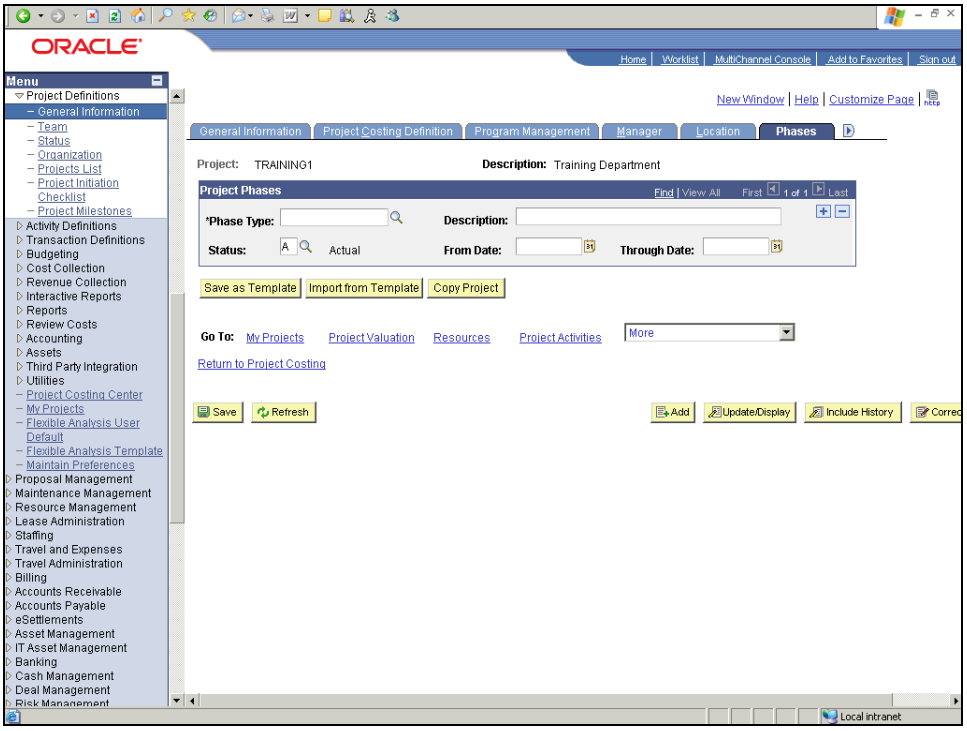


Step	Action
8.	Use the **Description** field to enter a description for the new project you are creating. Click in the **Description** field.
9.	Enter the desired information into the **Description** field. Enter "**Training Department**".
10.	Use the **Integration** field to enter the integration template that is used to integrate this project with other financial applications. For this exercise, use the default selection.

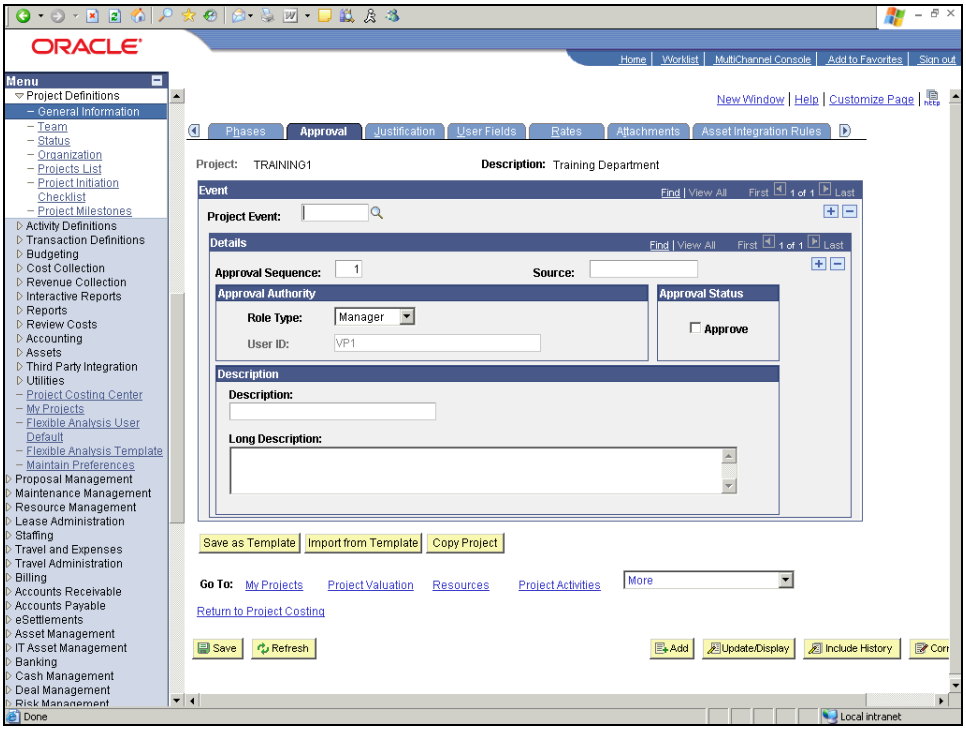
Step	Action
11.	Use the **Project Status** field to enter the project's status when you are in add mode. After you save the project for the first time, the field becomes read only on this page and appears as a link to the **Project Definitions - Status** page so you can update the status.
12.	Use the **Calculate** field to calculate one of the following three entries based on the value of the other two; Start date, End date, or Duration.
13.	Use the **Start Date** field to enter the date that the project is scheduled to begin. The start date cannot be after any of the project's activity start dates.
14.	Use the **End Date** field to specify the date the project ends. The end date cannot be before any of the project's activity end dates. Click in the **End Date** field. 06/06/2007
15.	Enter the desired information into the **End Date** field. Enter "**09/06/2007**".
16.	Click the **vertical** scrollbar.
17.	When creating a new project, you must save the information you have entered on the **General Information** page before you can continue to other pages. Click the **Save** button. Save
18.	Click the **vertical** scrollbar.
19.	Click the **Location** tab. Location
20.	Use the **Location** page to assign the physical location of the project.
21.	Use the **Effective Date** field to specify when the project is scheduled to begin at the facility. By default, this date is carried over from the **General Information** page.



Step	Action
22.	Use the **Location Code** field to identify the facility where the project is based. Click in the **Location Code** field.
23.	Enter the desired information into the **Location Code** field. Enter "**US011**".
24.	Click the **Refresh** button.
25.	The remaining fields in the **Location** group box are populated based on the location code once you click the **Refresh** button.
26.	Click the **Phases** tab.
27.	Use the **Phases** page to track time spent on stages of a project.



Step	Action
28.	Use the **Phase Type** field to select a phase type to track the time spent on different stages of a project and, for exception reporting, to view the projects that are on schedule. Click in the **Phase Type** field.
29.	Enter the desired information into the **Phase Type** field. Enter "**CREATE**".
30.	Click the **Show following tabs** button.
31.	Click the **Approval** tab. Approval
32.	Use the **Approval** page to enter detailed information about the approval event that you would like to define.



Step	Action
33.	Click the **Save** button. 
34.	You have successfully created a new project. **End of Procedure.**

Maintaining Projects

This lesson will cover topics that show you how to maintain your projects in PeopleSoft.

Upon successful completion of this lesson, you will be able to:
- Create an activity for a project.
- Modify an activity.
- Maintain activity status.
- Enter project transactions.
- Add team members to your projects.
- Create project phases.
- Approve project events.
- Perform the project justification process.
- Attach external documents to your projects.

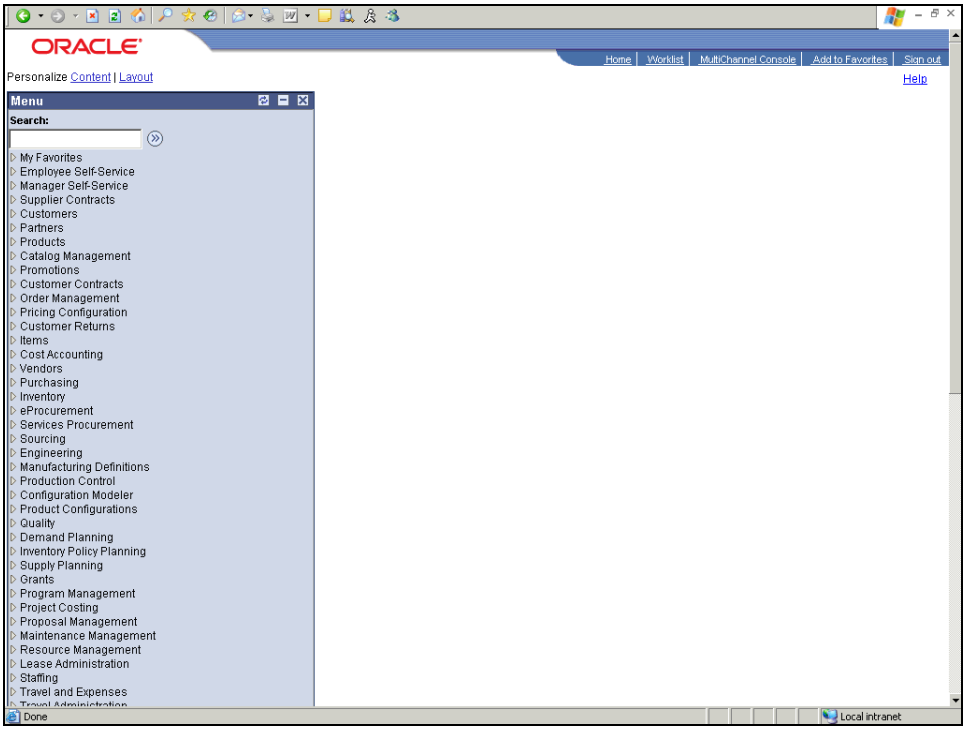
Creating an Activity for a Project

Activities are the tasks or subcomponents associated with a project. Breaking down a project into separate tasks enables you to efficiently manage and analyze the costs of the project. At least one activity must be defined for each project.

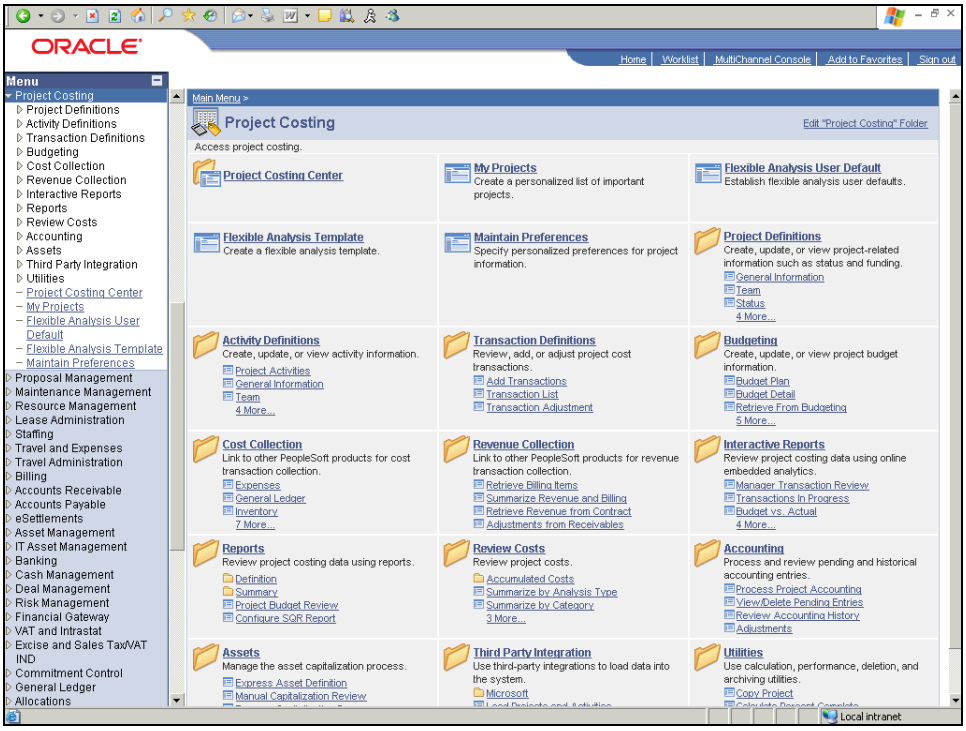
You group similar activities together for reporting and analysis using activity types. If you assign activity types consistently for all activities in your projects, you can analyze and report on all similar activities across all projects.

In this topic, you will create an activity for a project.

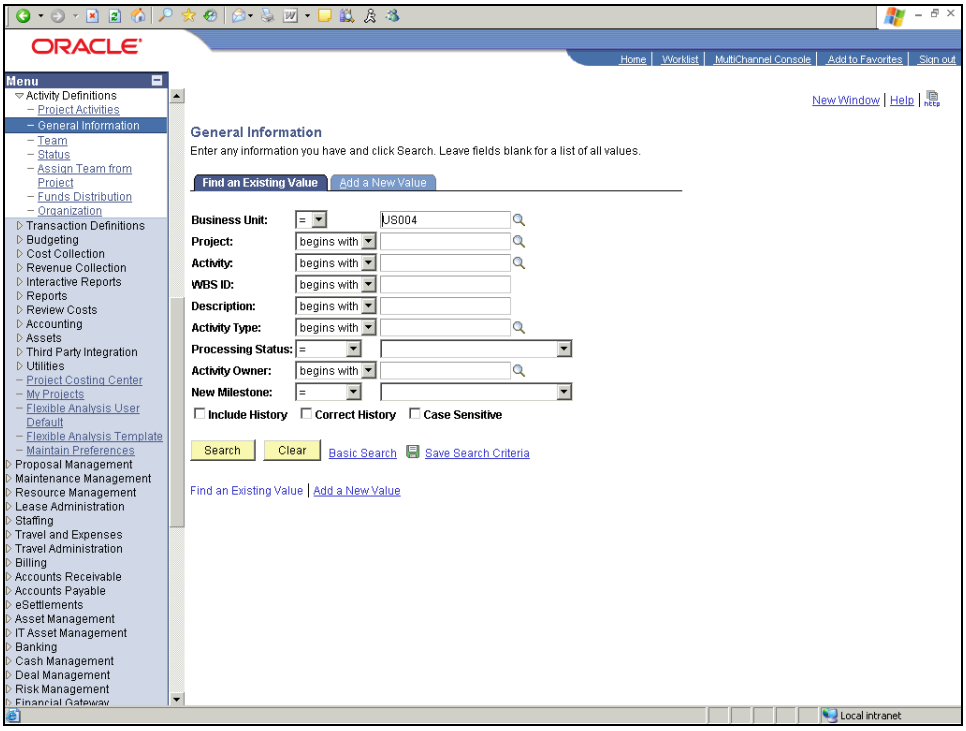
Procedure



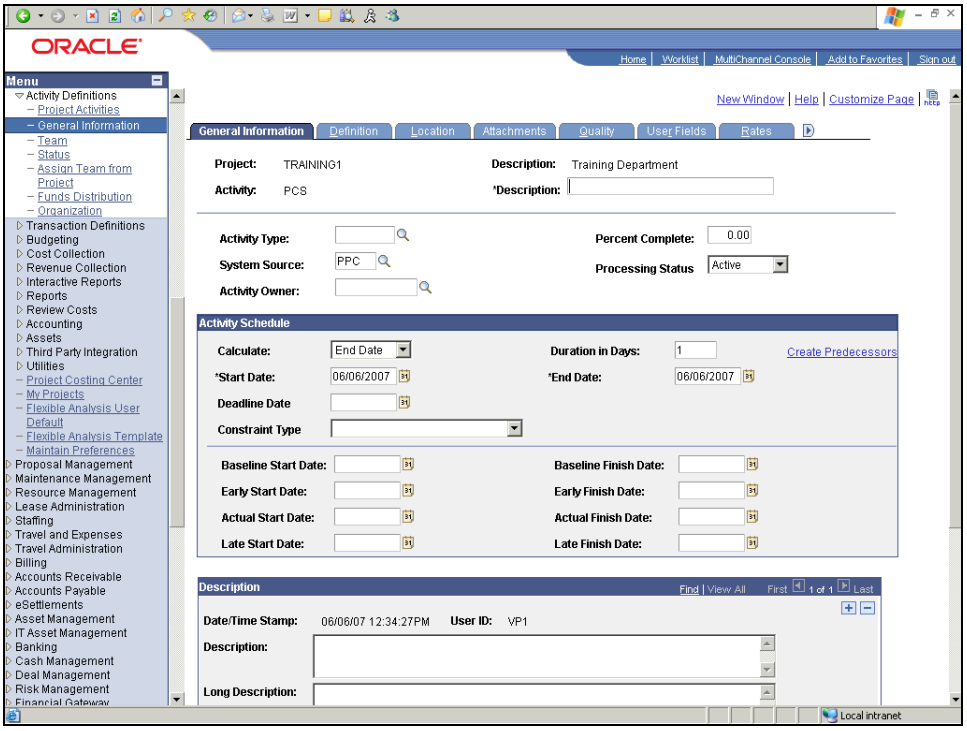
Step	Action
1.	Begin by navigating to the **General Information** page. Click the **Project Costing** link. ▷ Project Costing



Step	Action
2.	Click the **General Information** link. General Information

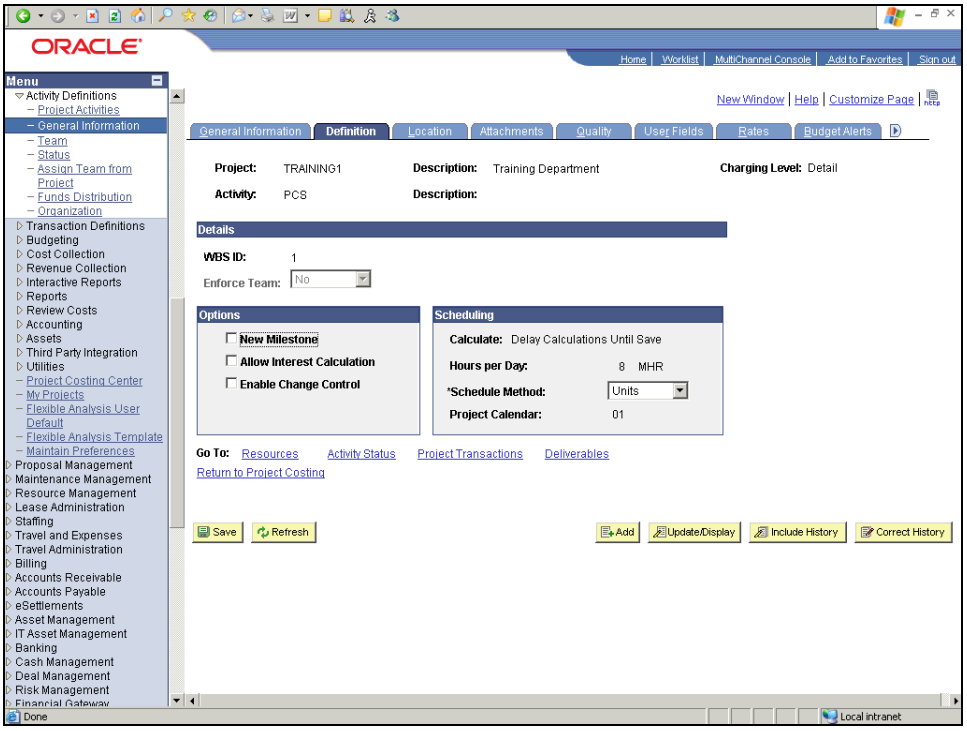


Step	Action
3.	Click the **Add a New Value** tab.
4.	Click in the **Project** field.
5.	Enter the desired information into the **Project** field. Enter "**TRAINING1**".
6.	Click in the **Activity** field. NEXT
7.	Enter the desired information into the **Activity** field. Enter "**PCS**".
8.	Click the **Add** button. Add
9.	Use the **General Information** page to create an activity and assign it to a project.

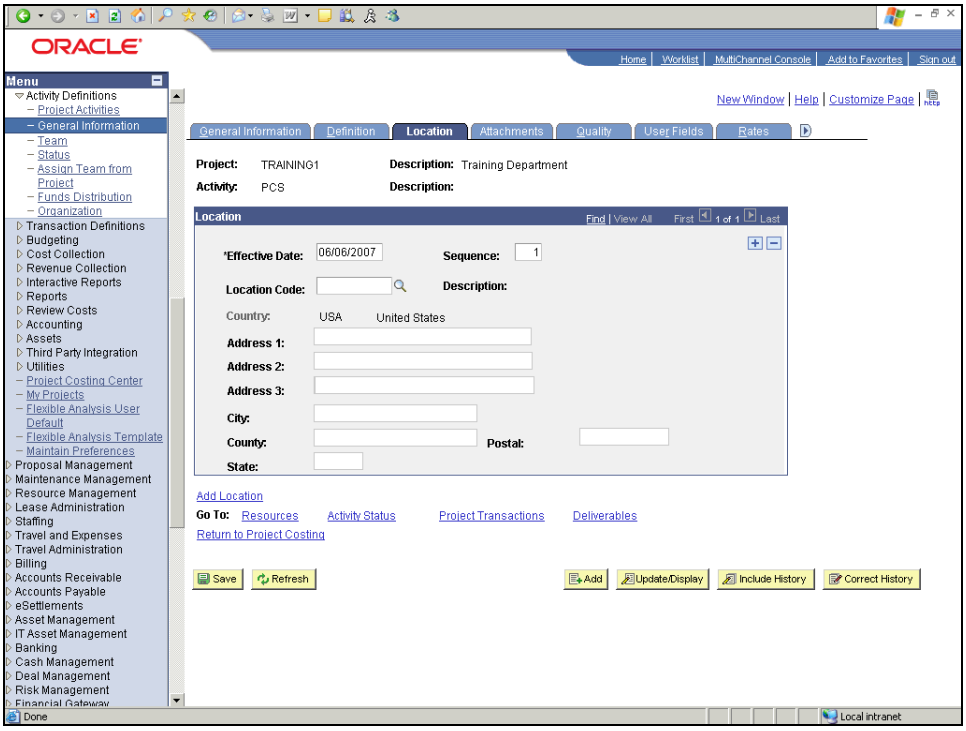


Step	Action
10.	Enter the desired information into the **Description** field. Enter "**Assemble PCs**".
11.	Click in the **Activity Type** field.
12.	Enter the desired information into the **Activity Type** field. Enter "**00000**".
13.	Use the **Calculate** field to calculate one of the following three entries based on the value of the other two; Start date, End date, or Duration.

Step	Action
14.	Use the **Start Date** field to enter the activity start date. If the activity start date is earlier than the project start date, the project start date is adjusted accordingly. Click in the **Start Date** field. 06/06/2007
15.	Enter the desired information into the **Start Date** field. Enter "**06/11/2007**".
16.	Click in the **Duration in Days** field. 1
17.	Enter the desired information into the **Duration in Days** field. Enter "**3**".
18.	Press **[Tab]**.
19.	Notice that when you tab out of the **Duration in Days** field, the **End Date** is adjusted based on the **Calculate** and **Duration in Days** fields. If the activity end date is after the project end date, the project end date is adjusted accordingly.
20.	Click the **vertical** scrollbar.
21.	Click in the **Description** field.
22.	Enter the desired information into the **Description** field. Enter "**Assemble Computers**".
23.	Click the **vertical** scrollbar.
24.	Click the **Definition** tab. Definition
25.	Use the **Definition** page to select activity owner, activity team security, and options that control the functionality of the activity.



Step	Action
26.	Click the **Location** tab. Location
27.	Use the **Location** page to assign the physical location of an activity.
28.	Use the **Effective Date** field to enter the date on which the location is scheduled to become for the activity.



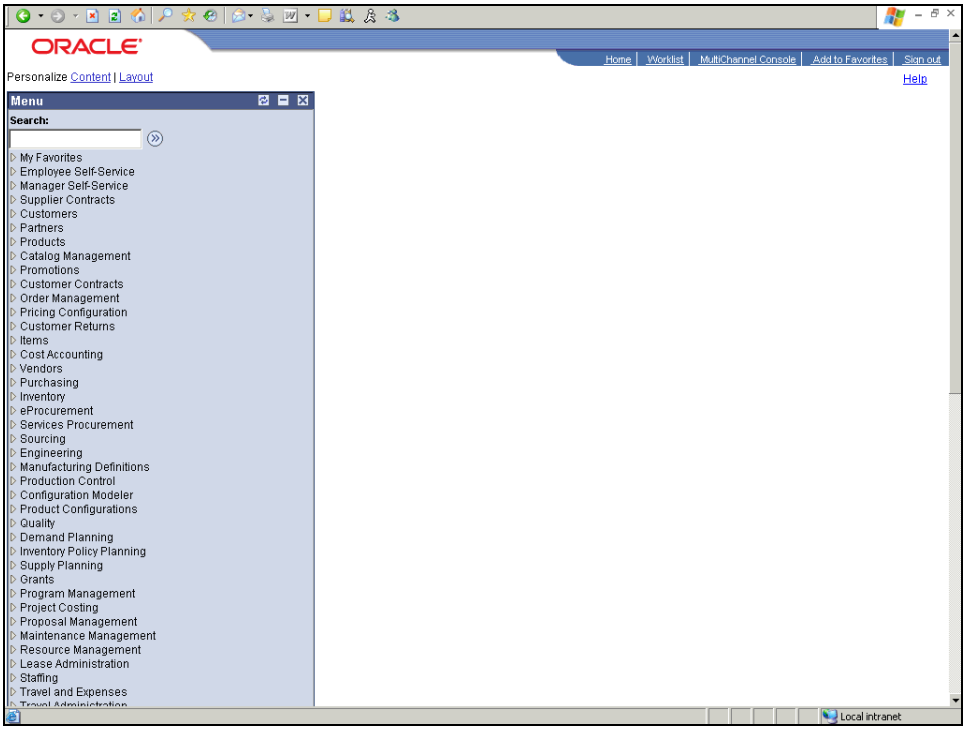
Step	Action
29.	Click in the **Location Code** field.
30.	Enter the desired information into the **Location Code** field. Enter "**US001**".
31.	Click the **Save** button. 
32.	Notice the remaining fields in the **Location** group box are populated based on the location code entered.
33.	You have successfully created an activity for a project. **End of Procedure.**

Modifying an Activity

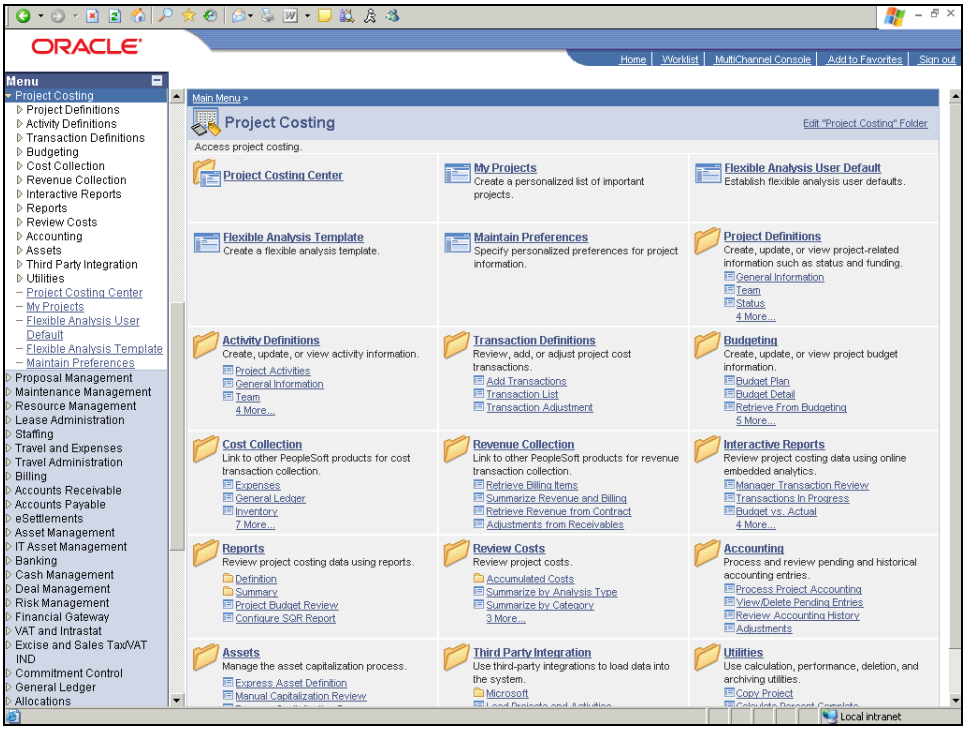
Activities are the tasks or subcomponents associated with a project. For each project, at least one activity must be defined. There may be times when you need to modify an activity.

In this topic, you will modify the activity end date for a project.

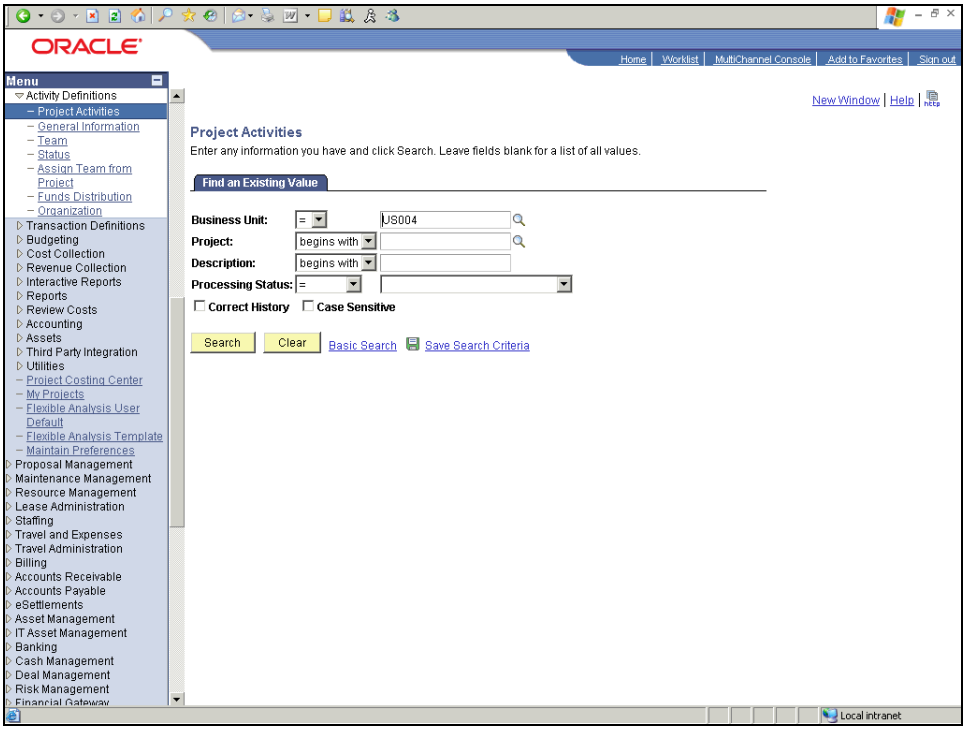
Procedure



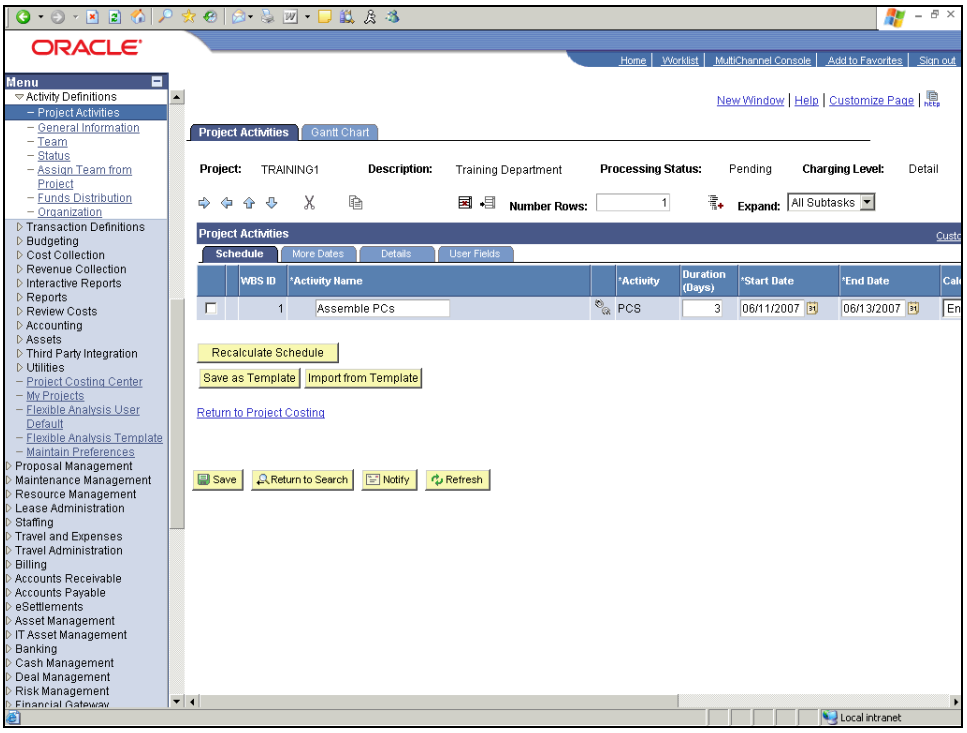
Step	Action
1.	Begin by navigating to the **Project Activities** page. Click the **Project Costing** link. ▷ Project Costing



Step	Action
2.	Click the **Project Activities** link. Project Activities



Step	Action
3.	Click in the **Project** field.
4.	Enter the desired information into the **Project** field. Enter "**TRAINING1**".
5.	Click the **Search** button.
6.	Use the **Project Activities** page to view, add, change, and delete project activities.



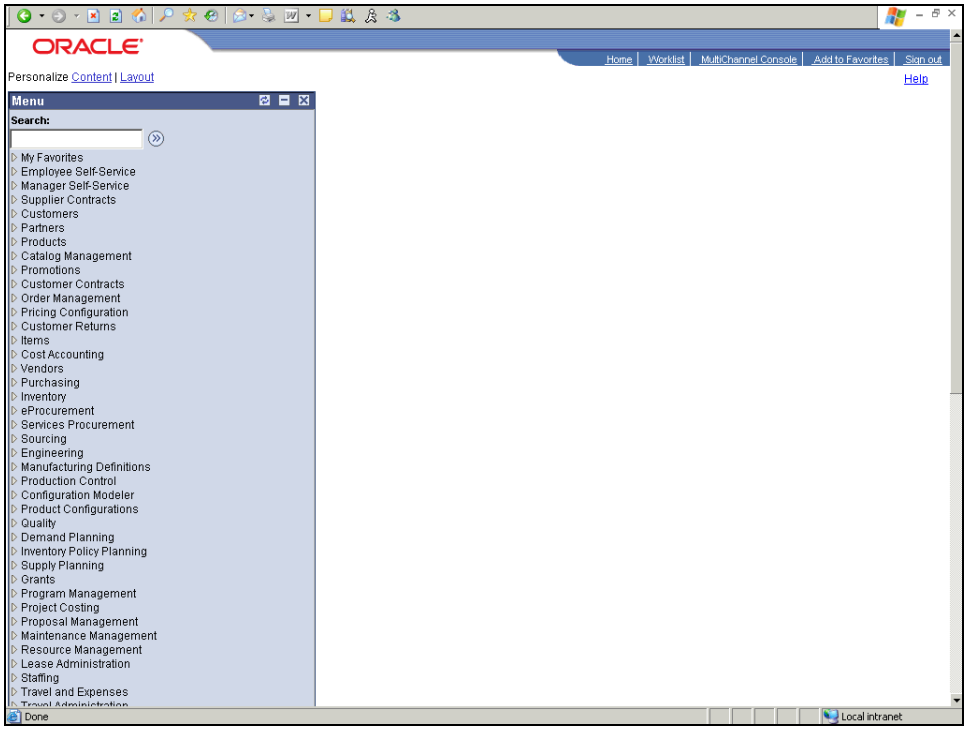
Step	Action
7.	In this example, you will modify the duration of the activity. Click in the **PCS** field.
8.	Enter the desired information into the **PCS** field. Enter "**4**".
9.	Click the **Save** button.
10.	Notice that the **End Date** now reflects the adjustment made in the **Duration** field.
11.	You have successfully modified an activity. **End of Procedure.**

Maintaining Activity Status

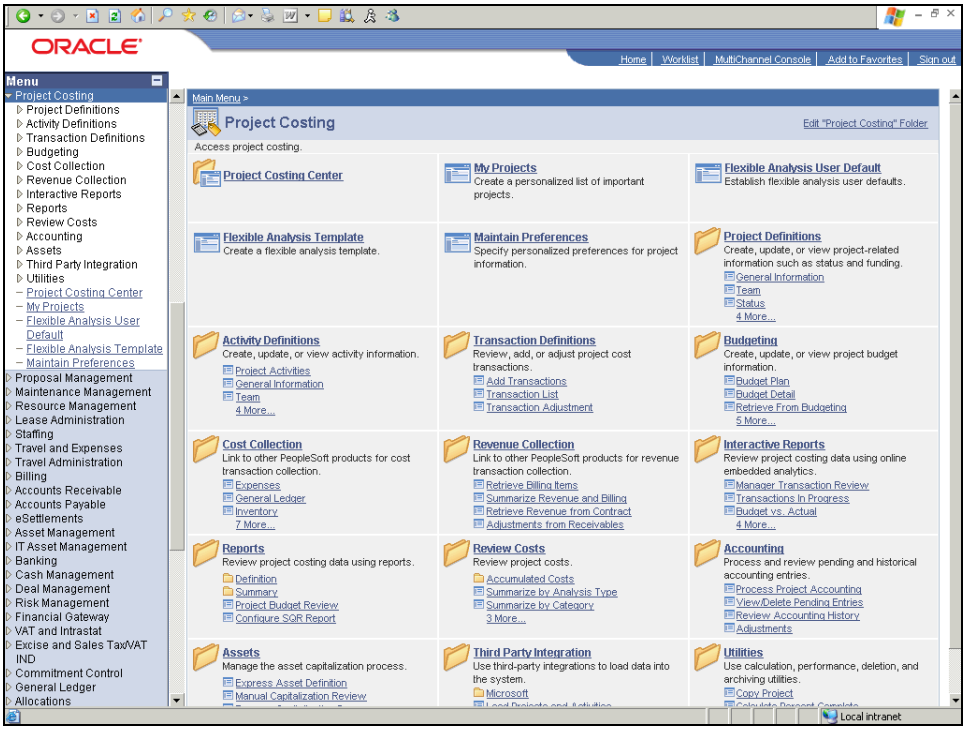
Use the **Activity Definitions** page to create a new effective dated row for each status change to maintain a history of the activity.

In this topic, you will modify the status for an activity.

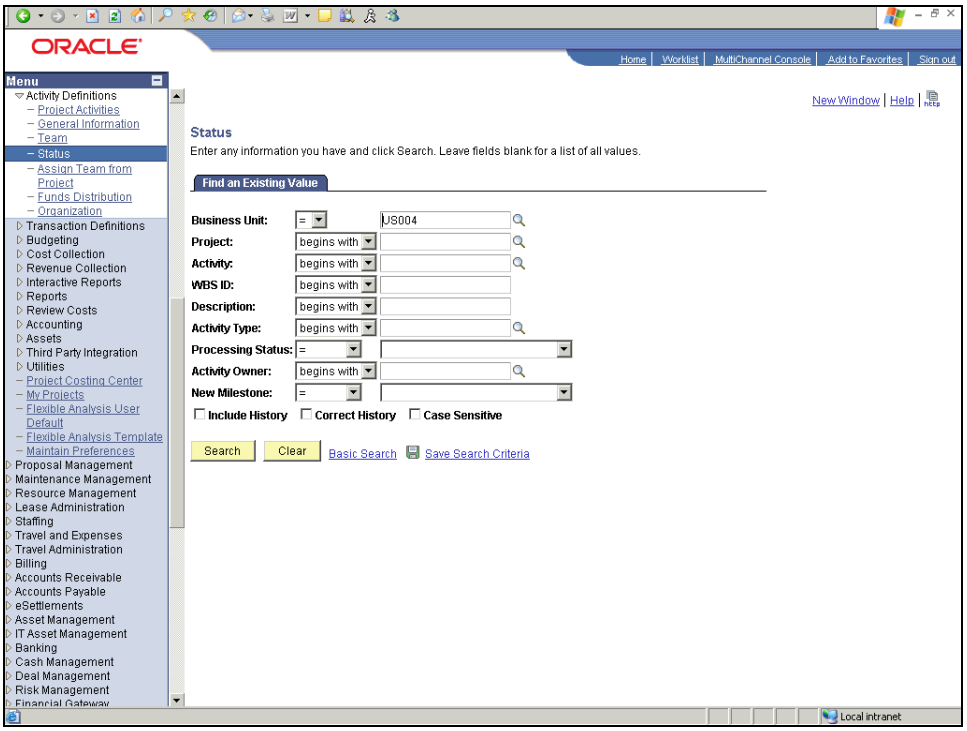
Procedure



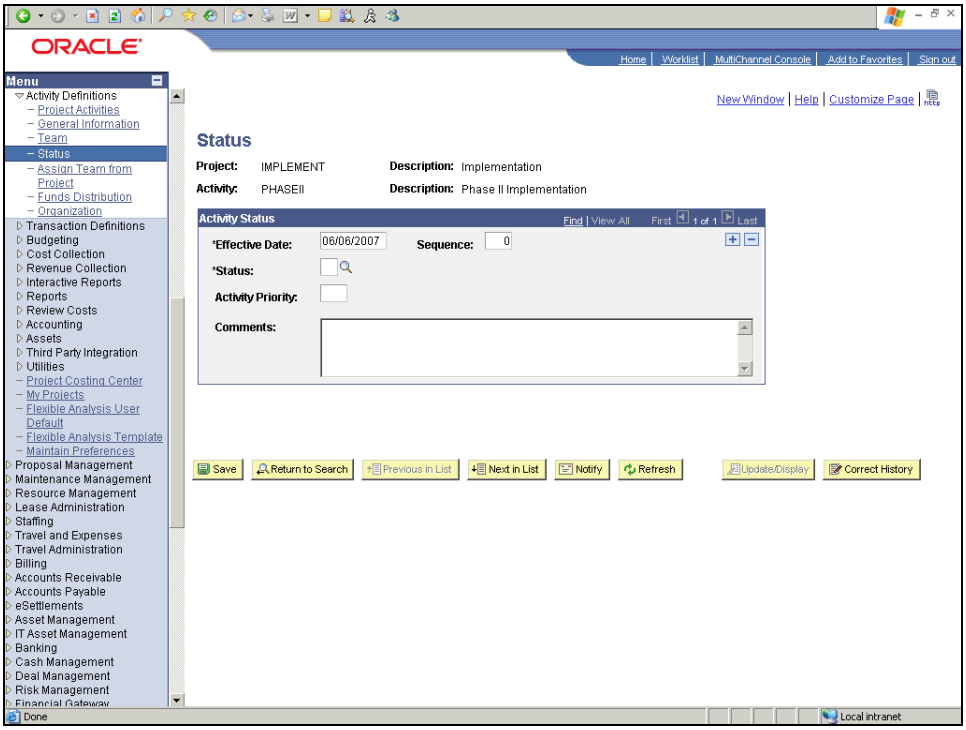
Step	Action
1.	Begin by navigating to the **Status** page. Click the **Project Costing** link. ▷ Project Costing



Step	Action
2.	Click the **Activity Definitions** link.
3.	Click the **Status** link.



Step	Action
4.	Click in the **Project** field.
5.	Enter the desired information into the **Project** field. Enter "**IMPLEMENT**".
6.	Click in the **Activity** field.
7.	Enter the desired information into the **Activity** field. Enter "**PHASEII**".
8.	Click the **Search** button. Search
9.	Use the **Status** page to create a new effective dated row for each status change to maintain a history of the activity.
10.	The **Effective Date** field displays the date on which the status change is effective.



Step	Action
11.	Use the **Status** field to enter the activity status that corresponds to the status effective date. Click in the **Status** field.
12.	Enter the desired information into the **Status** field. Enter "**C**".

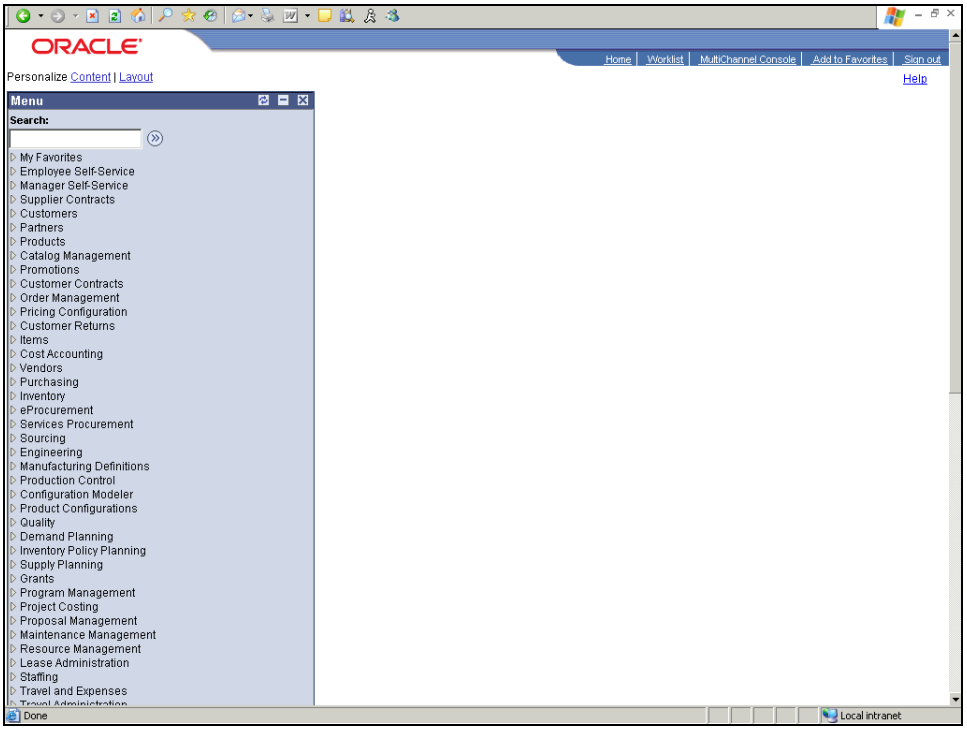
Step	Action
13.	Use the **Comments** field to enter comments pertaining to the status change. For this example, the comments have been added for you.
14.	Click the **Save** button. Save
15.	You have successfully modified the status for an activity. **End of Procedure.**

Entering Project Transactions

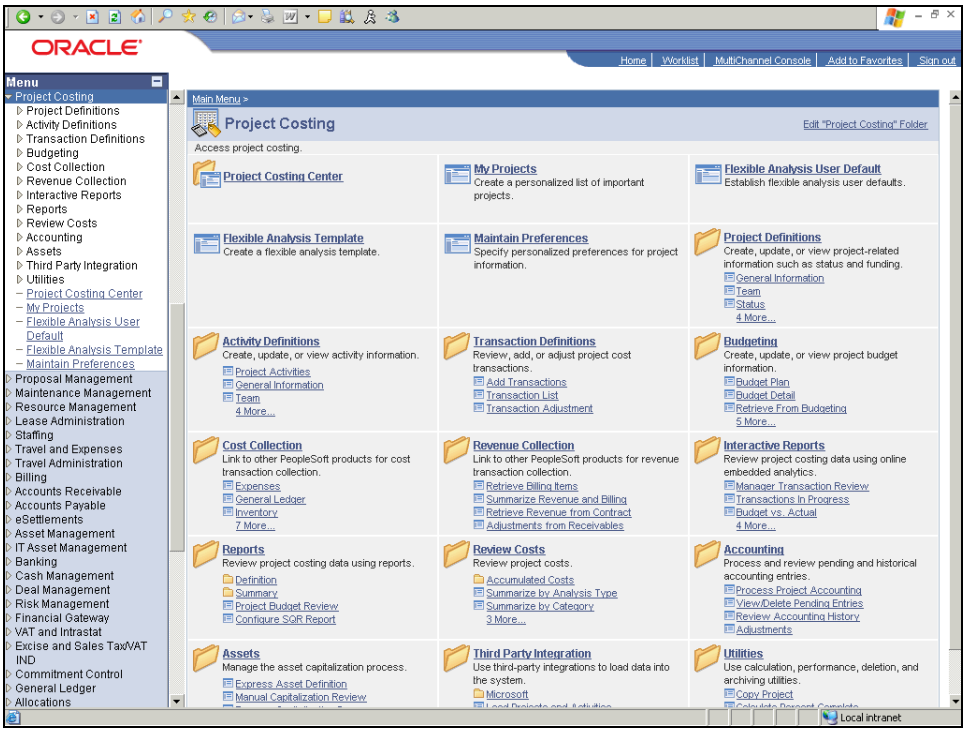
You can add different types of transactions to a project. A common transaction is the addition of resources. Resources are low-level entities that directly capture the costs associated with a project. This enables you to track, analyze, and report on all costs, both actual and planned, associated with a project.

In this topic, you will add a resource to a project.

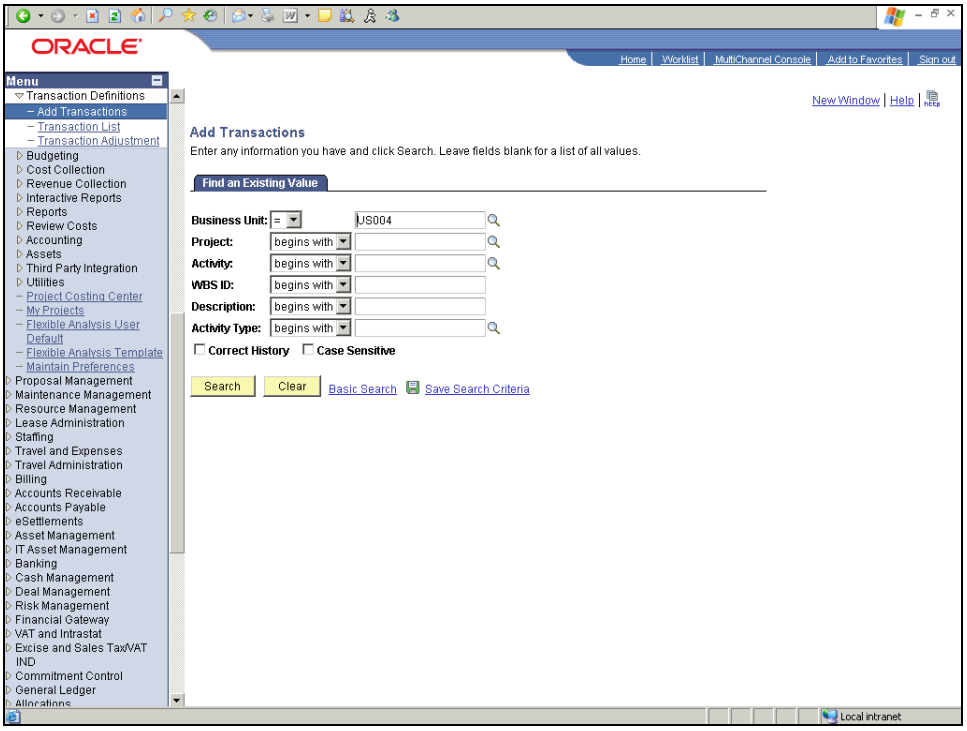
Procedure



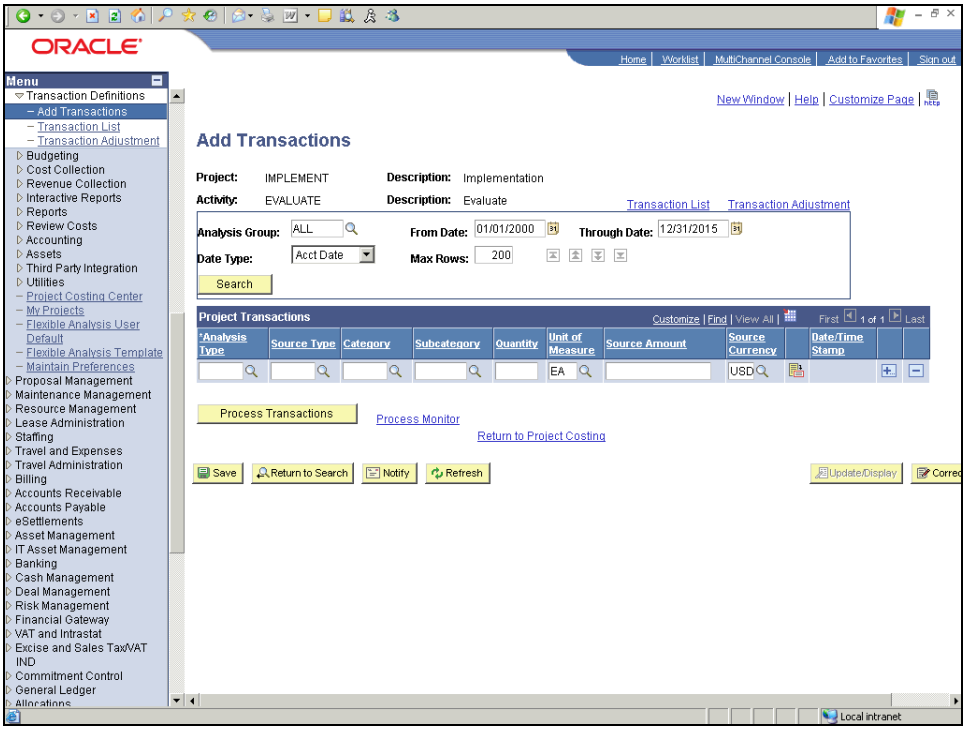
Step	Action
1.	Begin by navigating to the **Add Transactions** page. Click the **Project Costing** link. Project Costing



Step	Action
2.	Click the **Add Transactions** link. Add Transactions

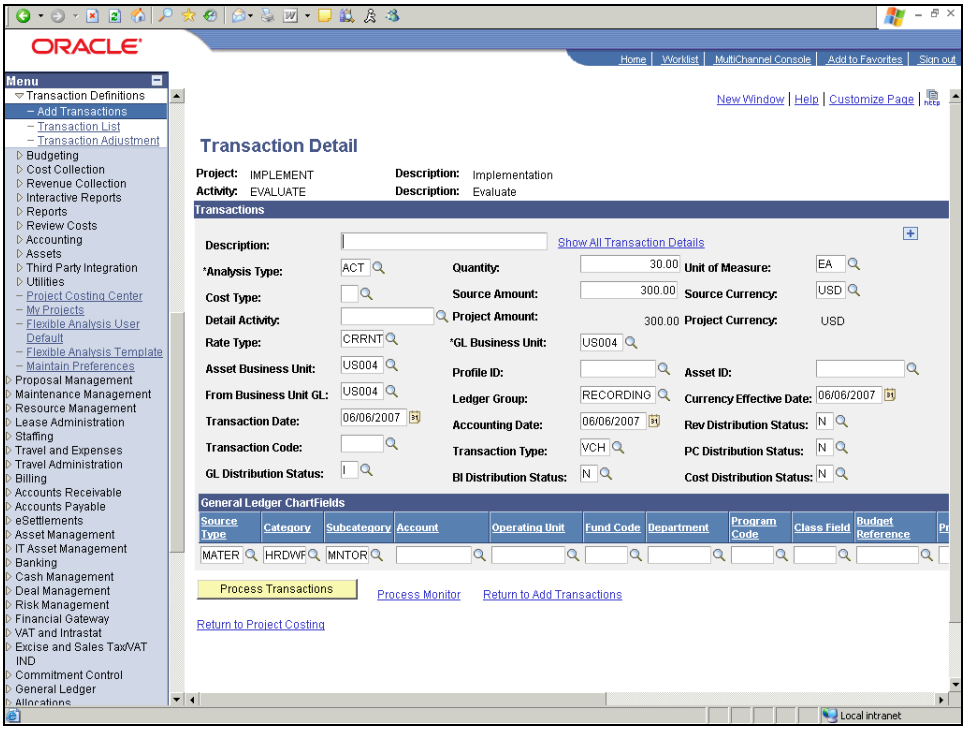


Step	Action
3.	Click in the **Project** field.
4.	Click in the **Activity** field.
5.	Enter the desired information into the **Activity** field. Enter "**EVALUATE**".
6.	Click the **Search** button. Search
7.	Use the **Add Transactions** page to view, add, edit, and delete transactions associated with a project activity.
8.	Use the **Project Transactions** grid to enter data for each transaction. Transactions can be grouped into types, categories, and subcategories.

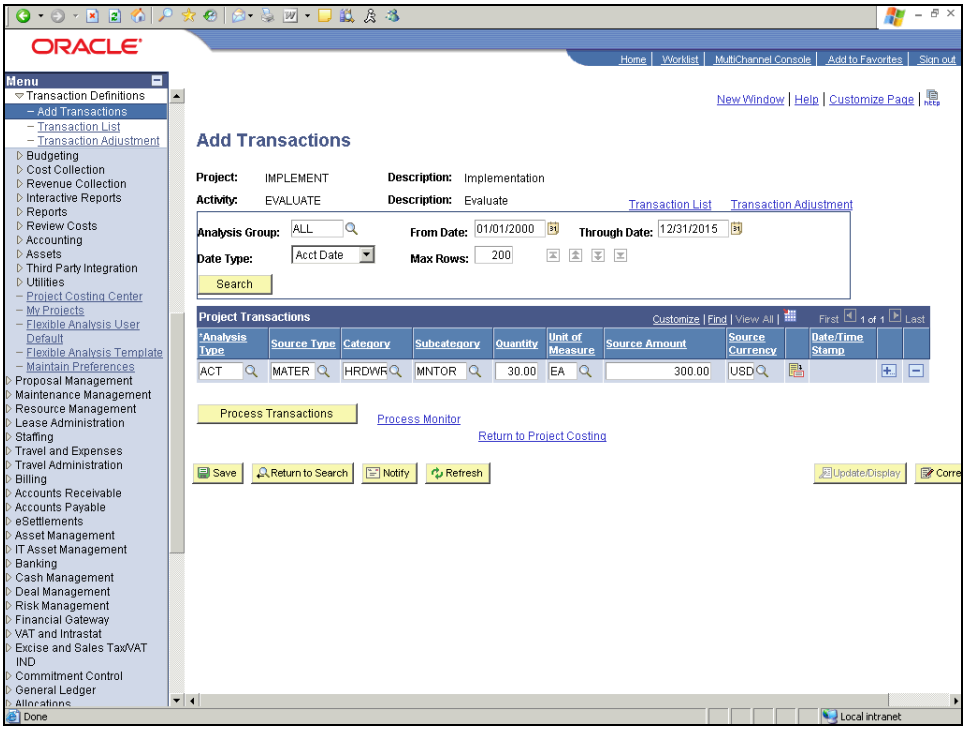


Step	Action
9.	Use the **Analysis Type** field to specify whether the analysis is planned or actual. Click in the **Analysis Type** field.
10.	Enter the desired information into the **Analysis Type** field. Enter "**ACT**".
11.	**Source Type** data is the most general grouping of resource data. Click in the **Source Type** field.
12.	Enter the desired information into the **Source Type** field. Enter "**MATER**".
13.	Click in the **Category** field.
14.	Enter the desired information into the **Category** field. Enter "**HRDWR**".
15.	Click in the **Subcategory** field.
16.	Enter the desired information into the **Subcategory** field. Enter "**MNTOR**".
17.	Click in the **Quantity** field.
18.	Enter the desired information into the **Quantity** field. Enter "**30**".

Step	Action
19.	Click in the **Source Amount** field.
20.	Enter the desired information into the **Source Amount** field. Enter "**300**".
21.	Click the **Transaction Detail** button.
22.	Use the **Transaction Detail** page to maintain detailed information on a specified transaction.



Step	Action
23.	Click the **Return to Add Transactions** link.



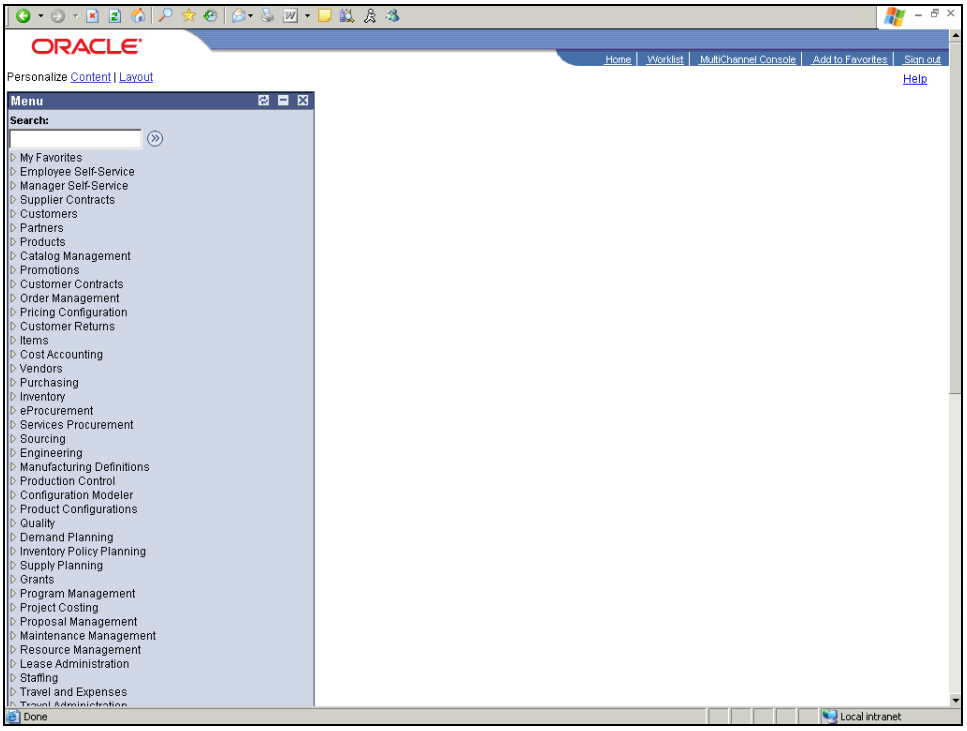
Step	Action
24.	Click the **Save** button. Save
25.	You have successfully entered a transaction for a project. **End of Procedure.**

Adding Team Members to a Project

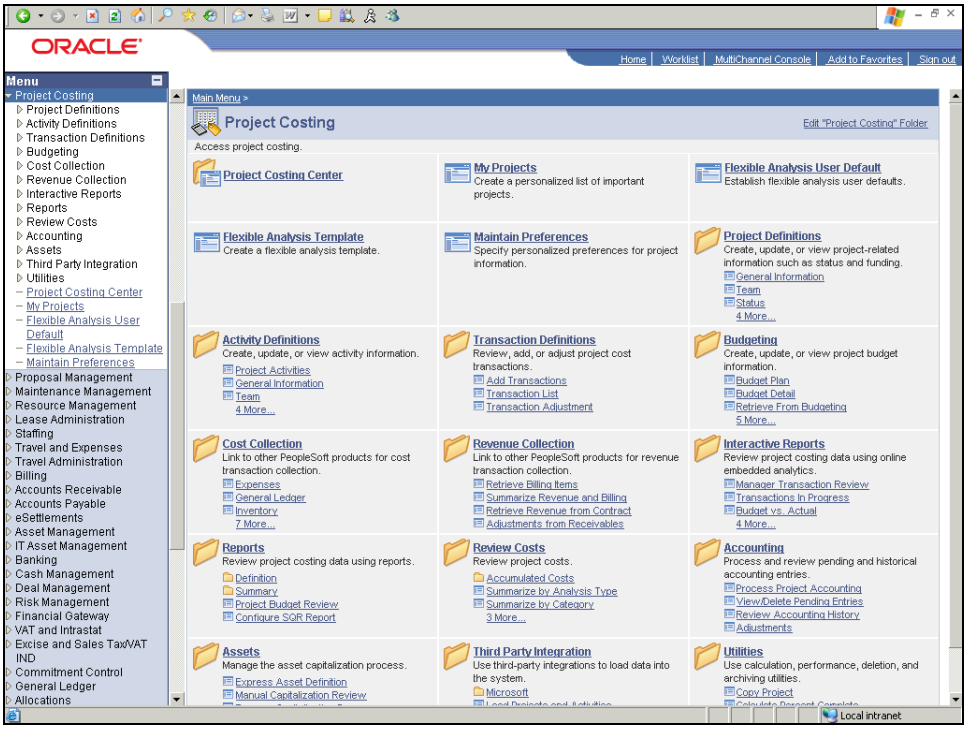
Team members are required for executing a project. Once they are identified, you can add the team members to the project and assign them roles.

In this topic, you will add team members a project.

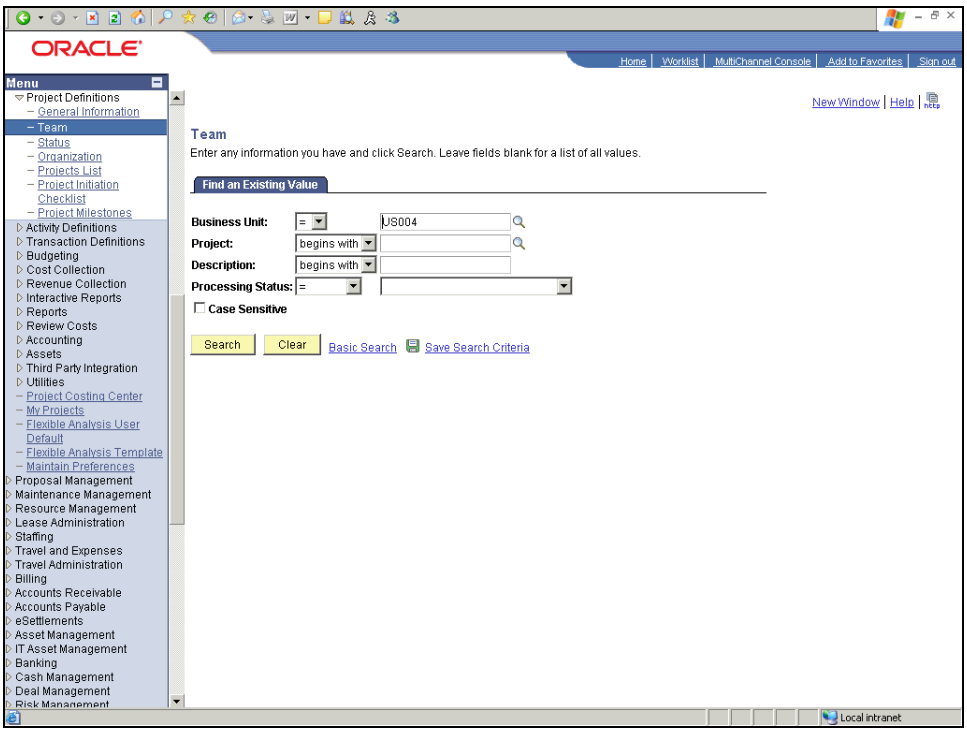
Procedure



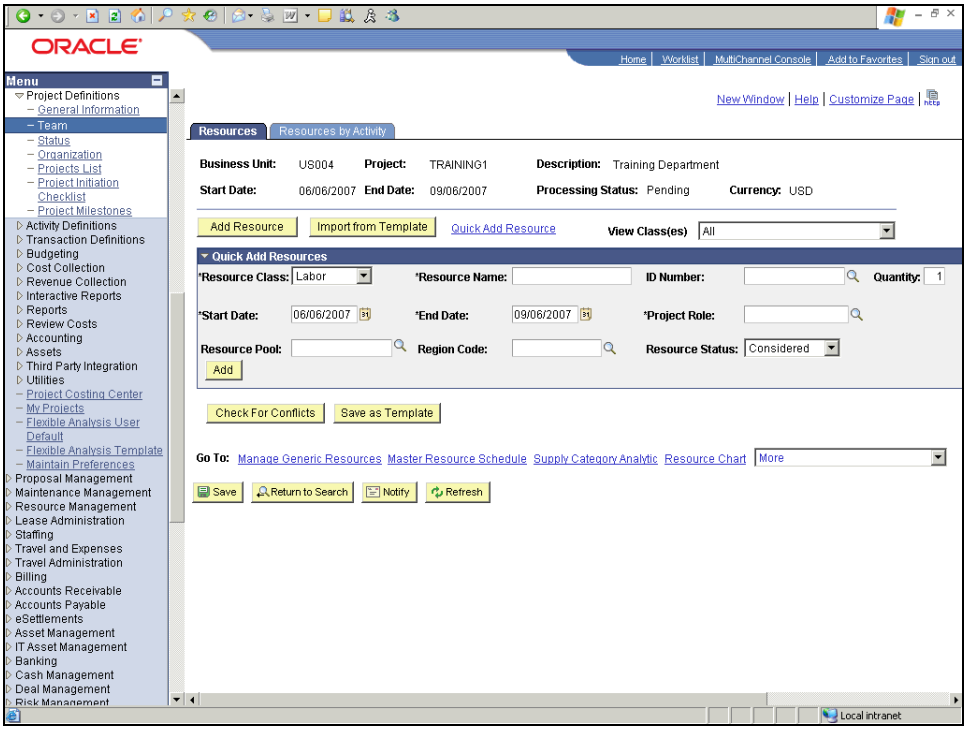
Step	Action
1.	Begin by navigating to the **Resources** page. Click the **Project Costing** link. ▷ Project Costing



Step	Action
2.	Click the **Team** link. Team

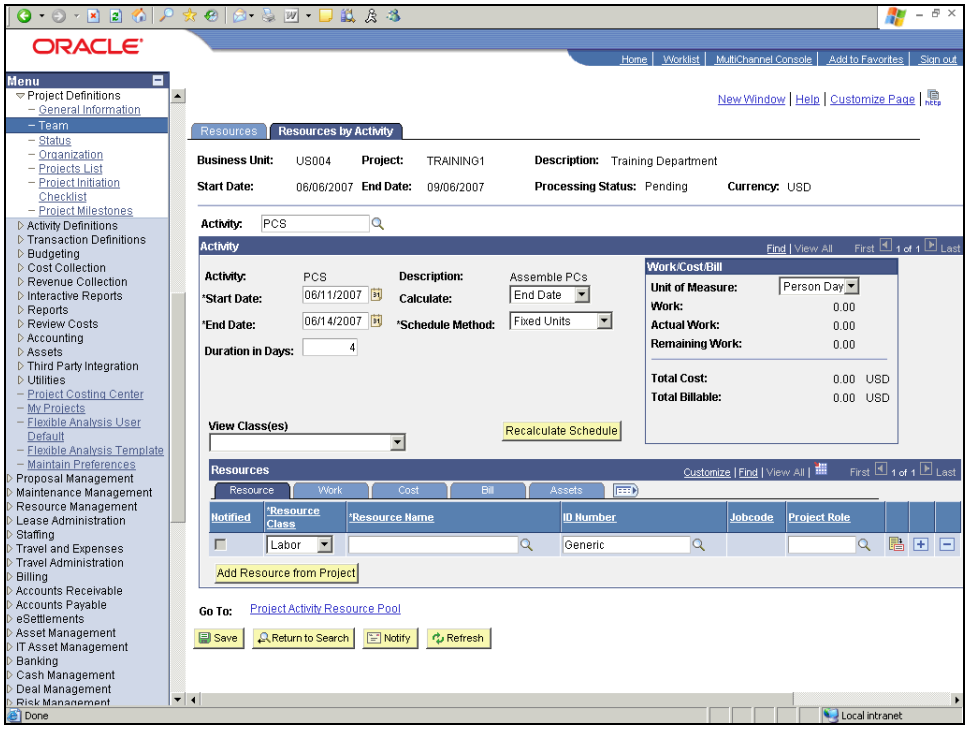


Step	Action
3.	Click in the **Project** field.
4.	Enter the desired information into the **Project** field. Enter "**TRAINING1**".
5.	Click the **Search** button.
6.	Use the **Resources** page to add or modify resource details for a project.
7.	Use the **Resource Class** field to identify the type of resource that is being added or modified. For this example, retain the default selection.



Step	Action
8.	Click in the **Resource Name** field.
9.	Enter the desired information into the **Resource Name** field. Enter "**Maryse Peck**".
10.	When you move out of the **Resource Name** field, the **ID Number** field is populated based on the name entered.

Step	Action
11.	Use the **Project Role** field to enter the primary role of the resource that is being added or modified for the project. Click in the **Project Role** field.
12.	Enter the desired information into the **Project Role** field. Enter "**PROJ WORKER**".
13.	Click the **Resources by Activity** tab. Resources by Activity
14.	Use the **Resources by Activity** page to add, change, or delete resources associated with a specific project activity.



Step	Action
15.	Click in the **Resource Name** field.
16.	Enter the desired information into the **Resource Name** field. Enter "**Lee Walters**".
17.	When you move out of the **Resource Name** field, the **ID Number** field is populated based on the name entered.
18.	Click in the **Project Role** field.

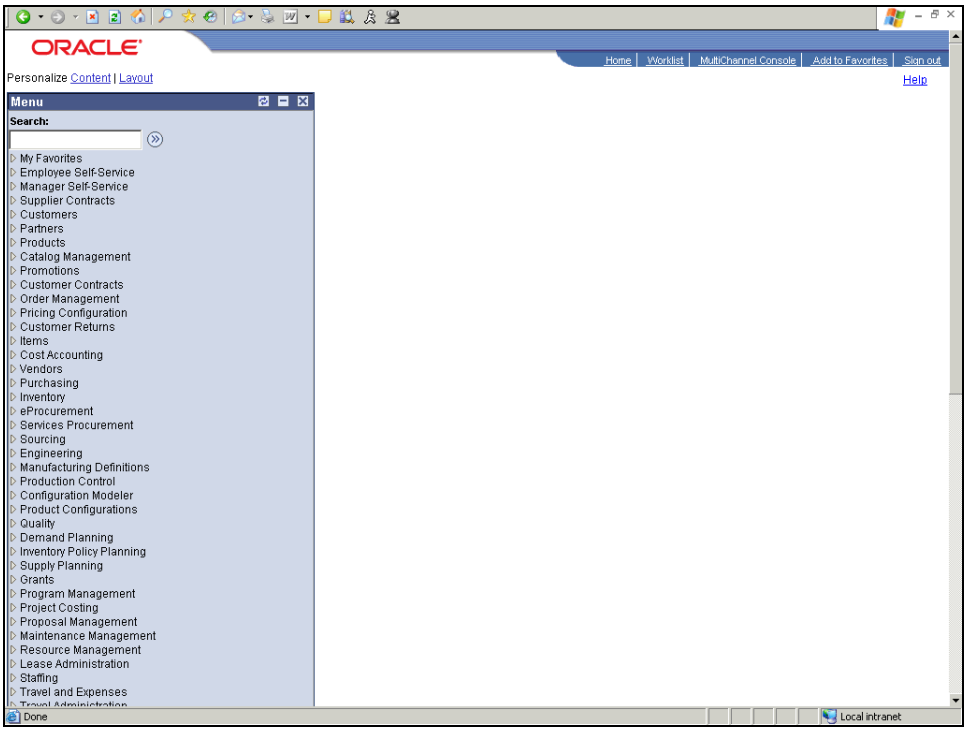
Step	Action
19.	Enter the desired information into the **Project Role** field. Enter "**HARDWARE**".
20.	Click the **Save** button. Save
21.	You have successfully added team members to a project. **End of Procedure.**

Creating Project Phases

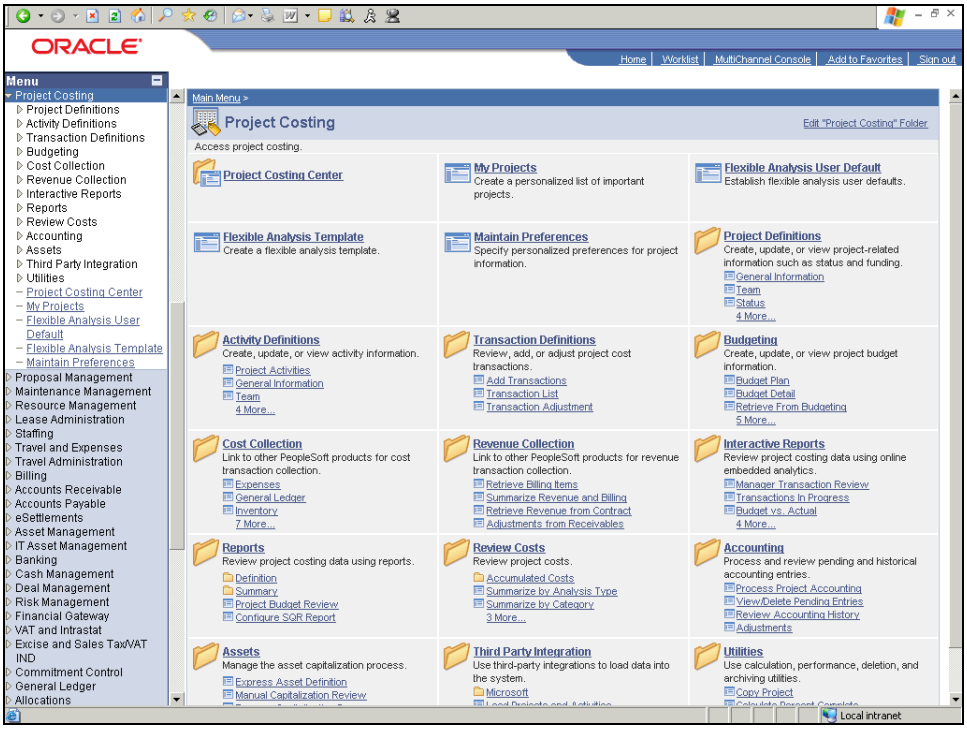
Phases are useful for tracking the time spent on various stages of a project and also for exception reporting, giving a view of which projects are on schedule and which are not.

In this topic, your goal is to enter the phase details for the purchase of items in your project.

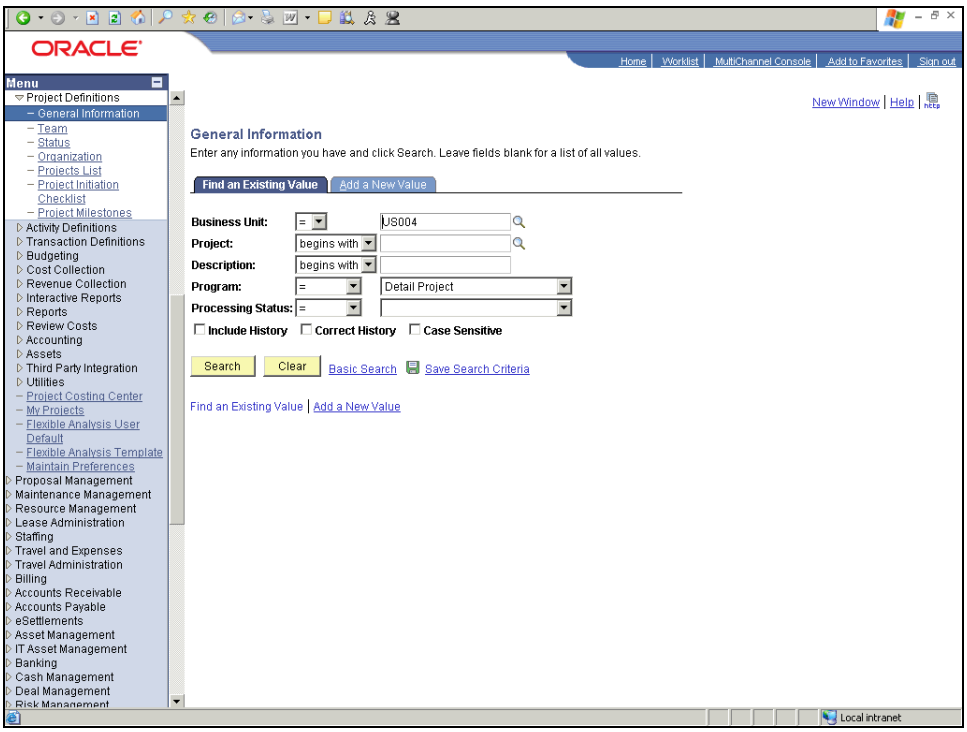
Procedure



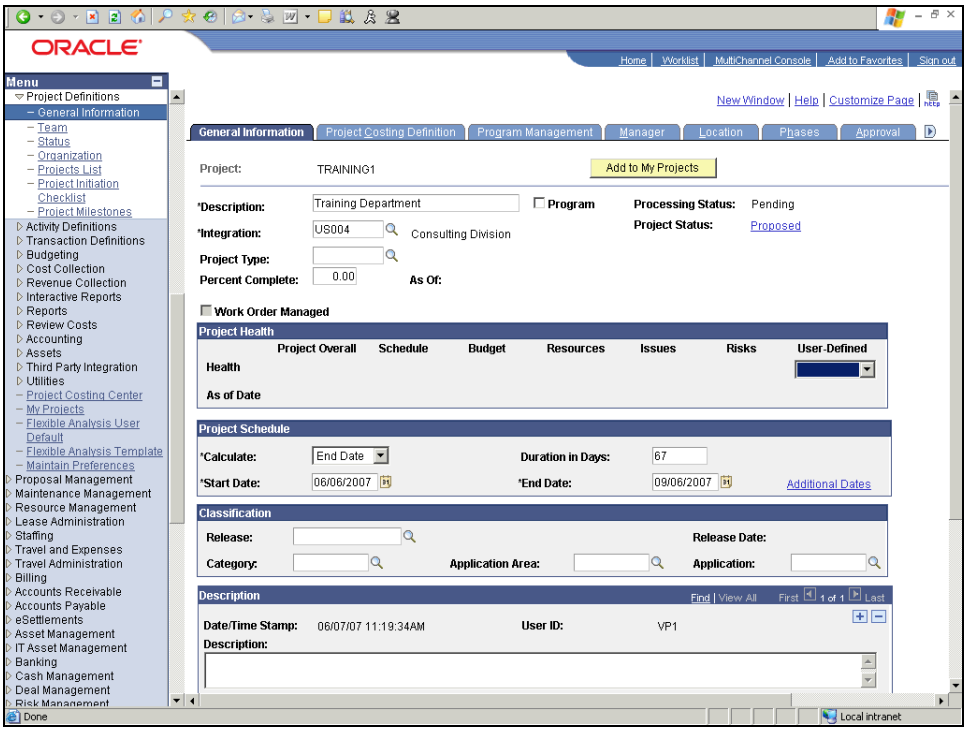
Step	Action
1.	Begin by navigating to the **Phases** page. Click the **Project Costing** link. Project Costing



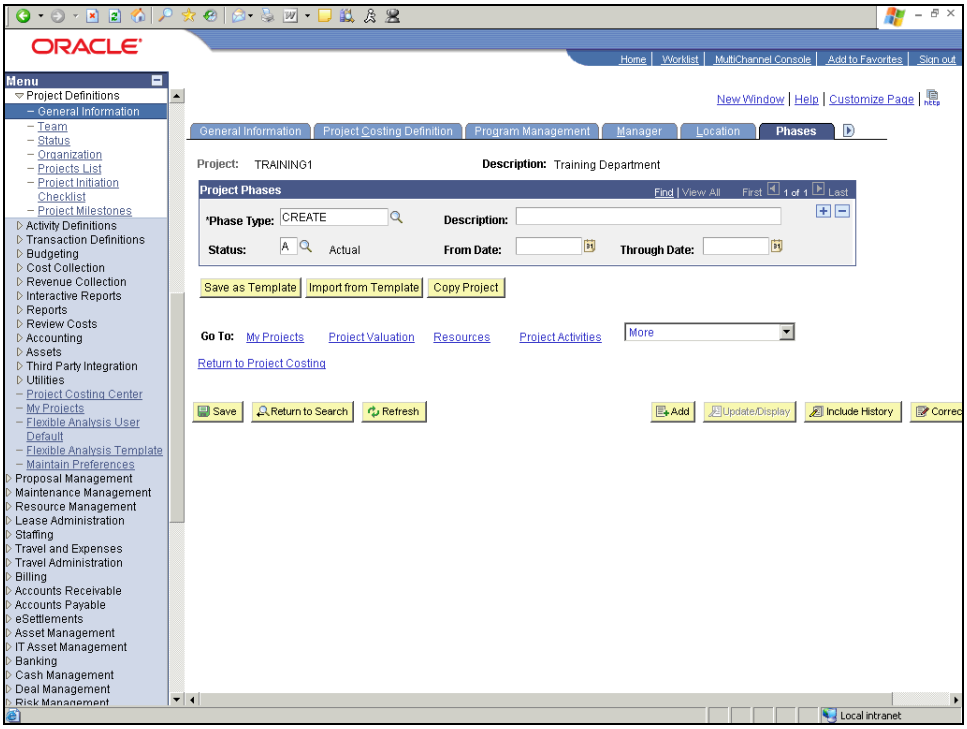
Step	Action
2.	Click the **General Information** link. General Information



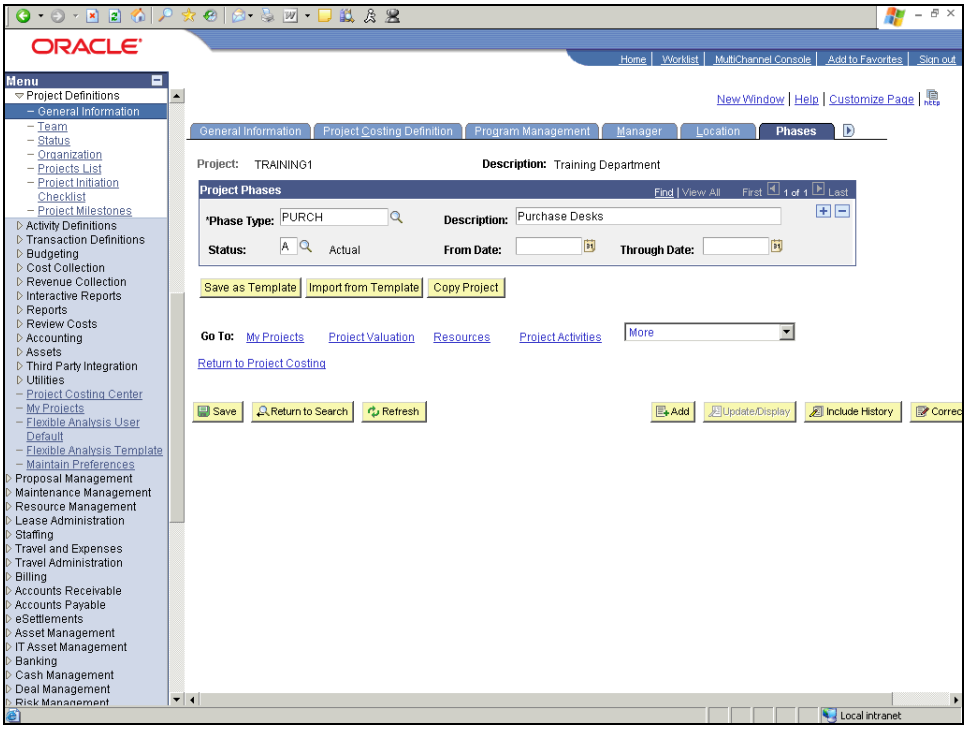
Step	Action
3.	Click in the **Project** field.
4.	Enter the desired information into the **Project** field. Enter "**TRAINING1**".
5.	Click the **Search** button. Search



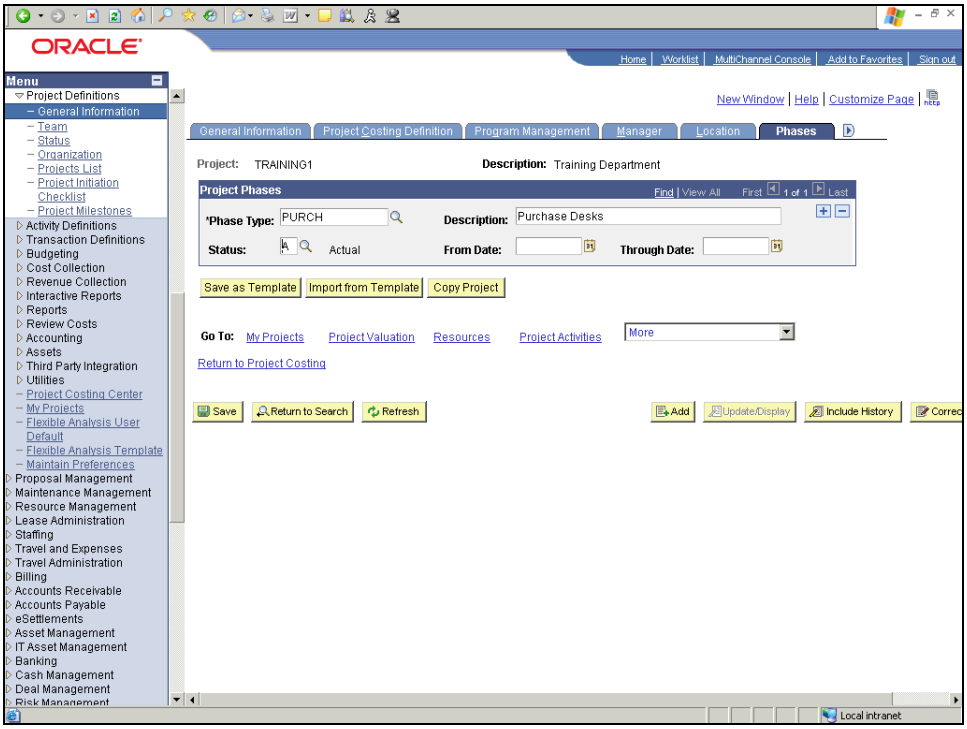
Step	Action
6.	Click the **Phases** tab. Phases
7.	Use the **Phases** page to track time spent on stages of a project.



Step	Action
8.	Use the **Phase Type** field to select a phase type to track the time spent on different stages of a project and, for exception reporting, to view the projects that are on schedule. Click in the **Phase Type** field. CREATE
9.	Enter the desired information into the **Phase Type** field. Enter "**PURCH**".
10.	Click in the **Description** field.
11.	Enter the desired information into the **Description** field. Enter "**Purchase Desks**".



Step	Action
12.	Use the **Status** field to select a phase status of A (Actual Schedule) or E (Estimated Schedule). Click in the **Status** field. A



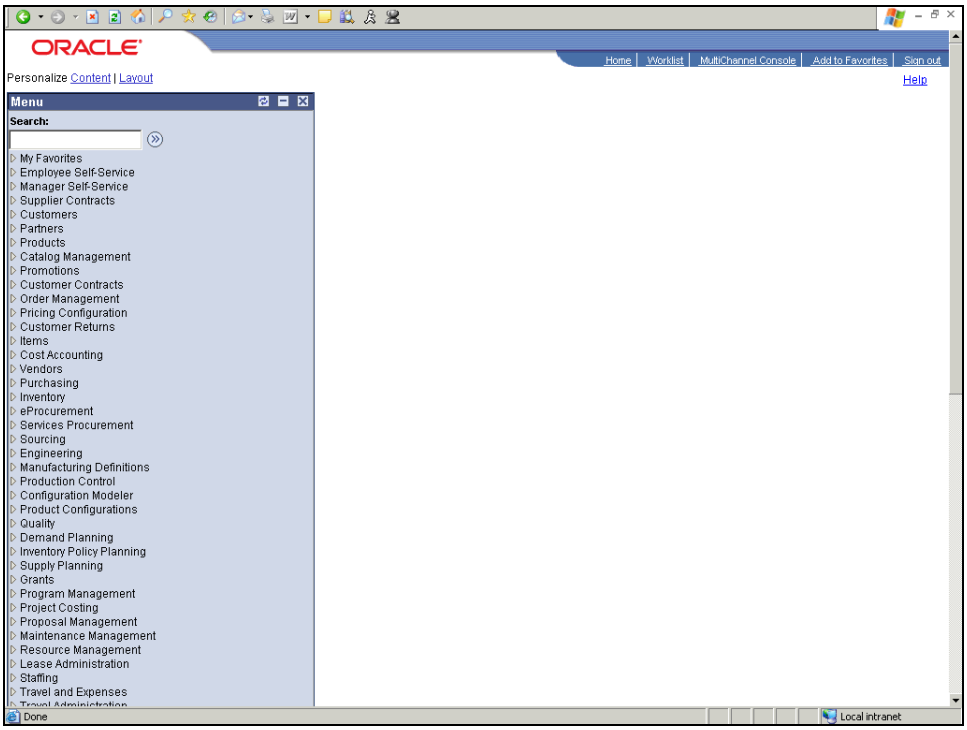
Step	Action
13.	Enter the desired information into the **Status** field. Enter "**E**".
14.	Click in the **From Date** field.
15.	Enter the desired information into the **From Date** field. Enter "**06\20\2007**".
16.	Click in the **Through Date** field.
17.	Enter the desired information into the **Through Date** field. Enter "**06\22\2007**".
18.	Click the **Save** button. Save
19.	You have successfully entered phase details for a project. **End of Procedure.**

Approving Projects Events

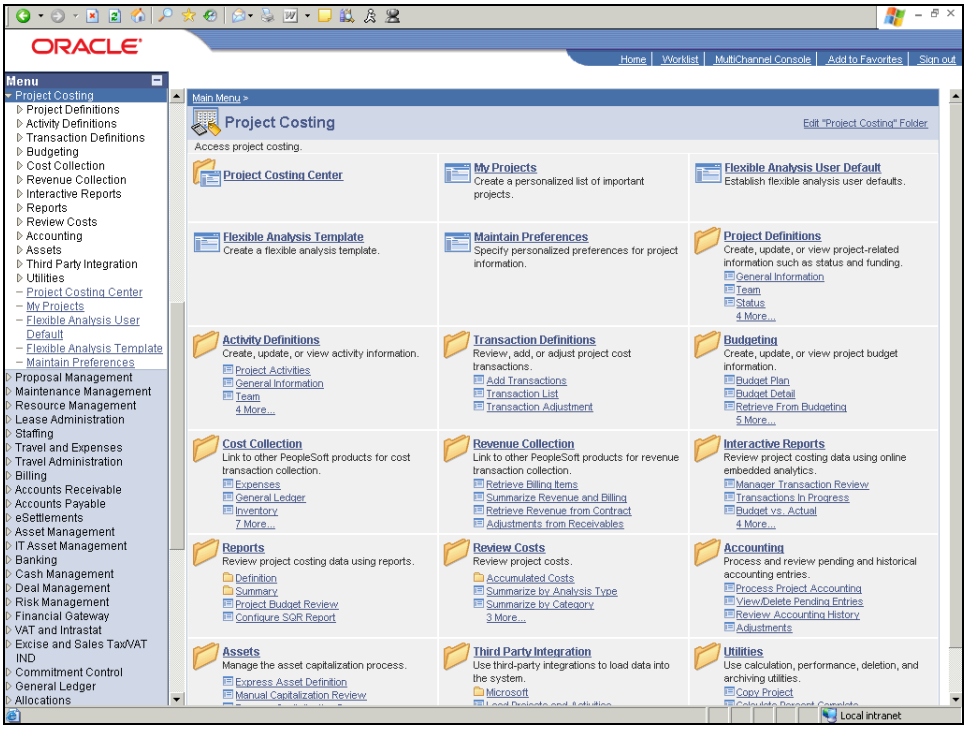
Use the **Approval** page to specify which project events require approval, who is authorized to approve the events, and in what order the events must be approved. You can approve a project event or check on approval status.

In this topic, you have approval authorization and need to approve a project event.

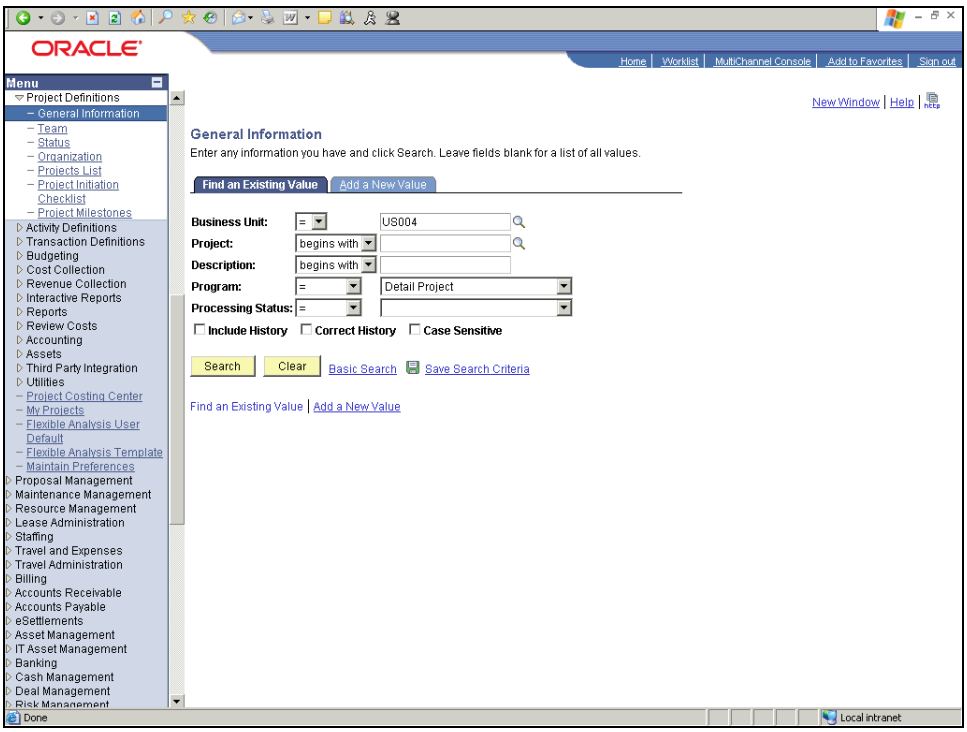
Procedure



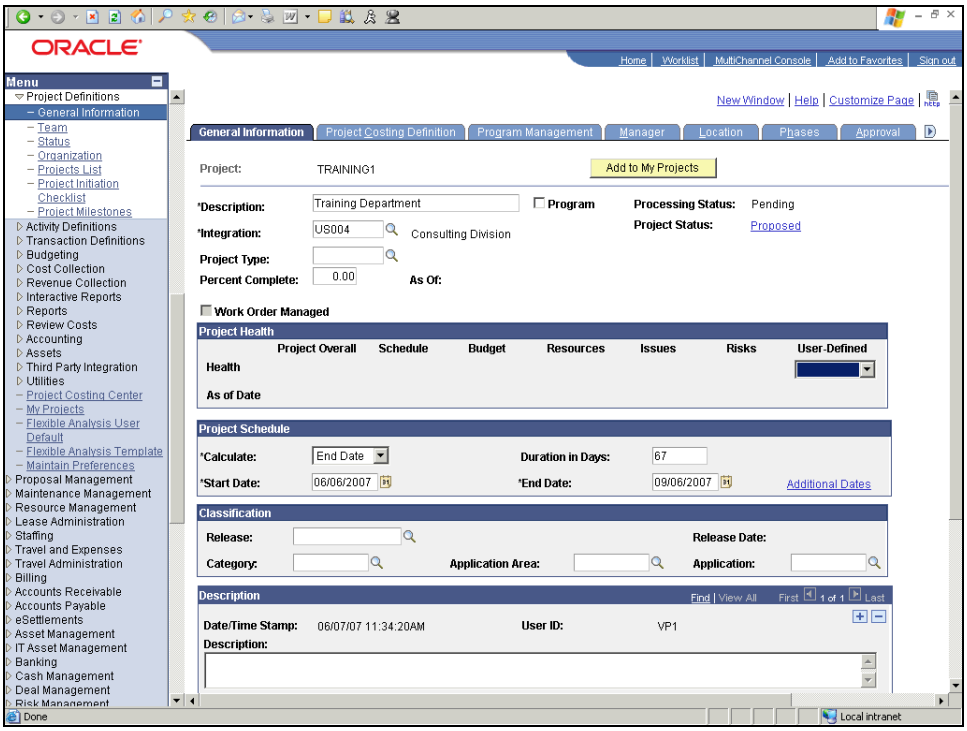
Step	Action
1.	Begin by navigating to the **Approval** page. Click the **Project Costing** link. ▷ Project Costing



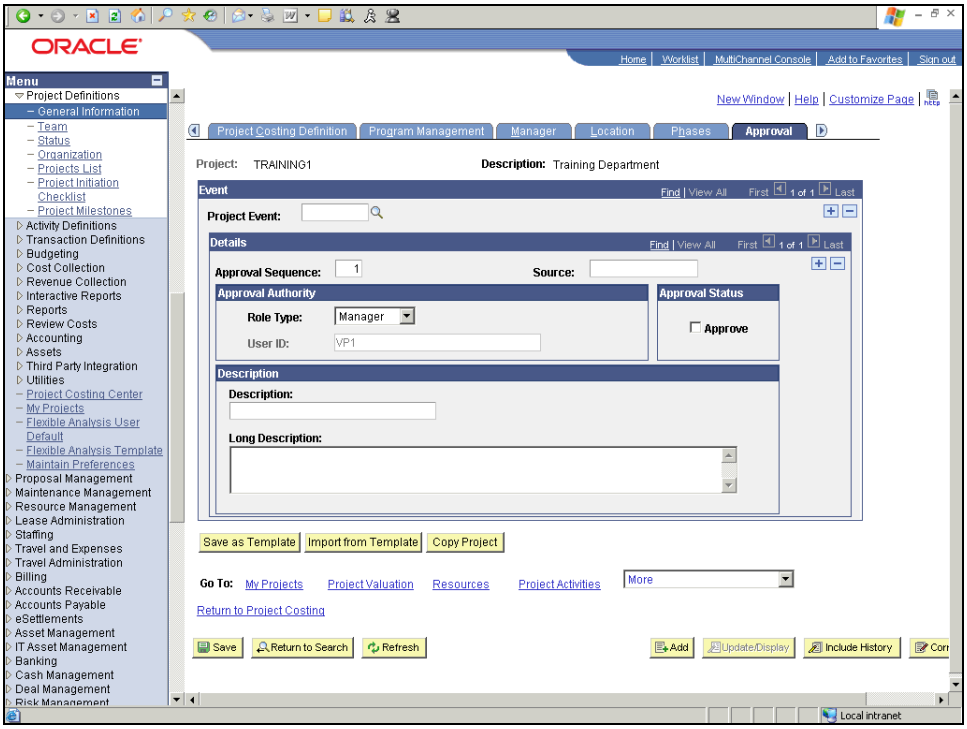
Step	Action
2.	Click the **General Information** link. General Information



Step	Action
3.	Click in the **Project** field.
4.	Enter the desired information into the **Project** field. Enter "**TRAINING1**".
5.	Click the **Search** button. Search



Step	Action
6.	Click the **Approval** tab. Approval
7.	Use the **Approval** page to specify which project events require approval, who is authorized to approve the events, and in what order the events must be approved. Approve a project event or check on approval status.



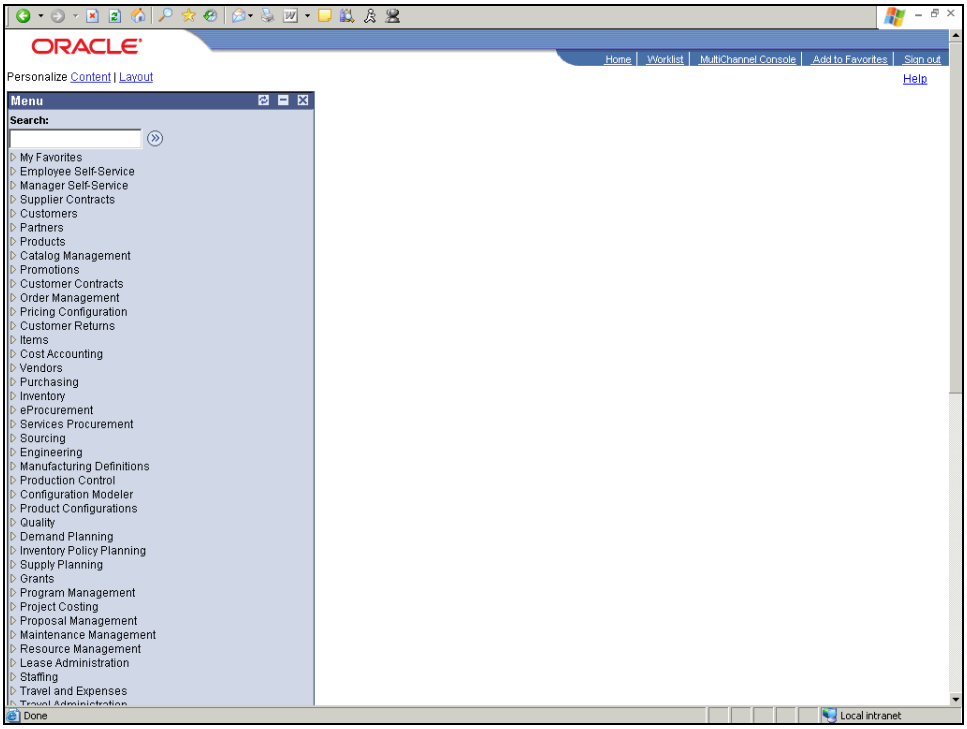
Step	Action
8.	Enter the desired information into the **Project Event** field. Enter "**BUD**".
9.	Click in the **Description** field.
10.	Enter the desired information into the **Description** field. Enter "**Final Budget Freeze**".
11.	Click the **Approve** option. Approve
12.	Click the **Save** button. Save
13.	You have successfully used the **Approval** page to approve a project event. **End of Procedure.**

Justifying Projects

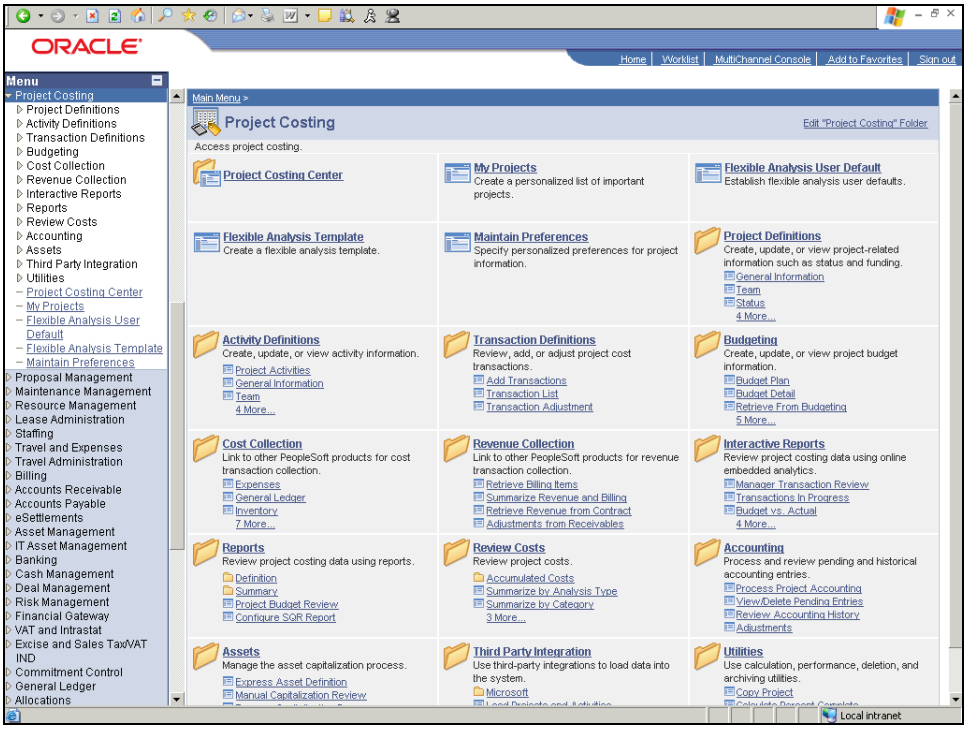
If your company employs an approval cycle for projects, you will more than likely need to provide justification for your projects. Justification should be entered before a project enters the approval cycle.

In this topic, your goal is to justify the project of creating a new training department in your company.

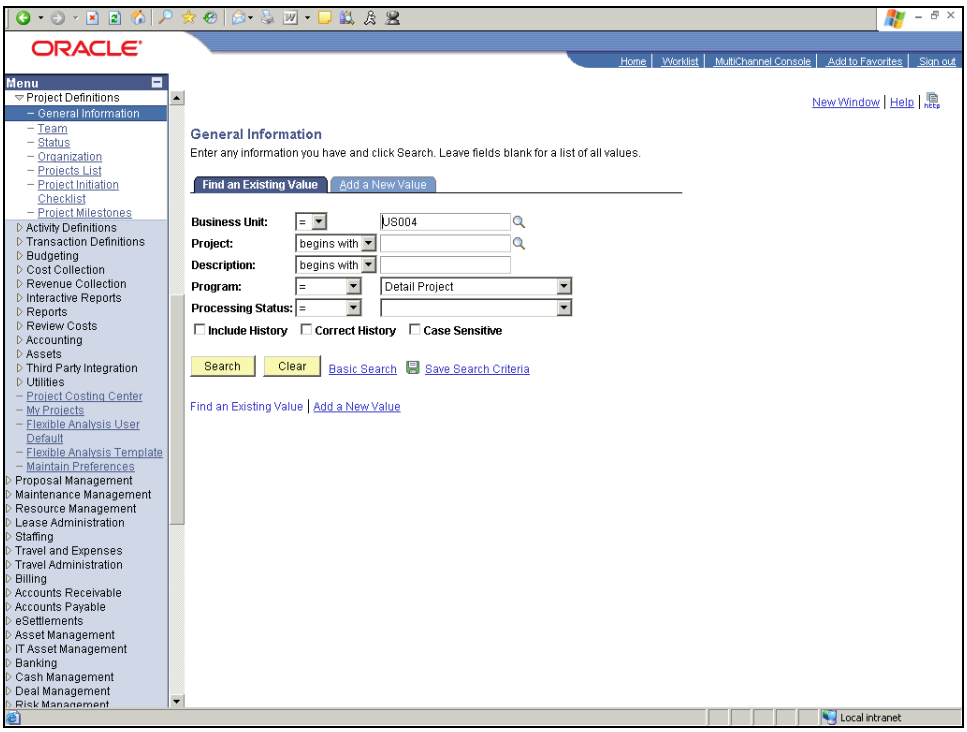
Procedure



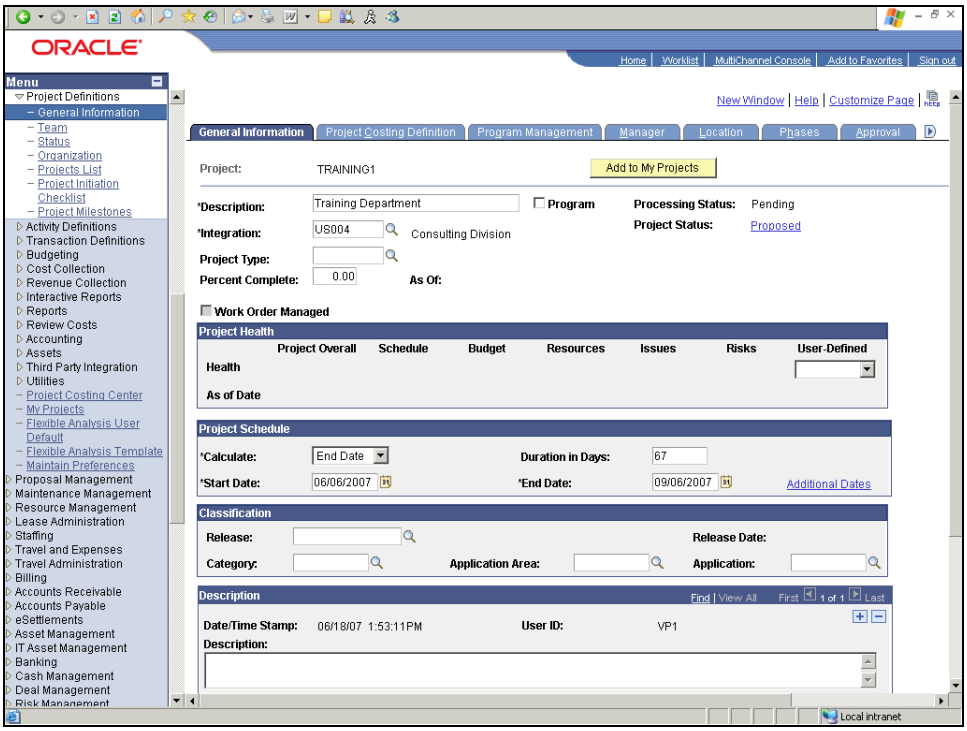
Step	Action
1.	Begin by navigating to the **Justification** page. Click the **Project Costing** link. ▷ Project Costing



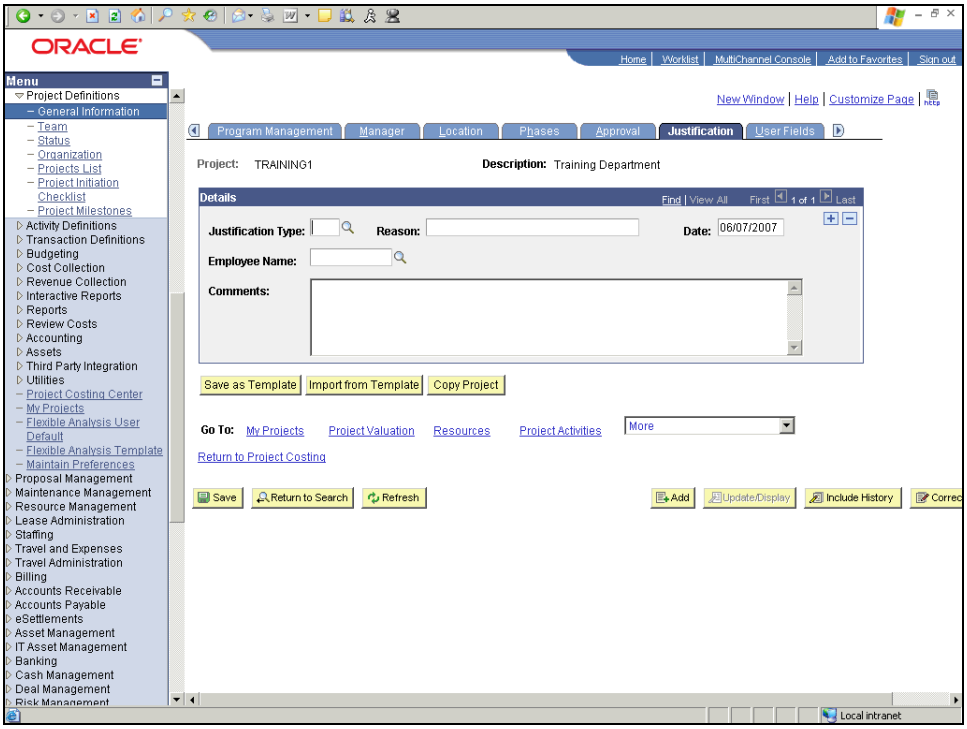
Step	Action
2.	Click the **General Information** link. General Information



Step	Action
3.	Click in the **Project** field.
4.	Enter the desired information into the **Project** field. Enter "**TRAINING1**".
5.	Click the **Search** button. Search



Step	Action
6.	Click the **Show following tabs** button.
7.	Click the **Justification** tab. Justification
8.	Use the **Justification** page to provide justification for your projects.



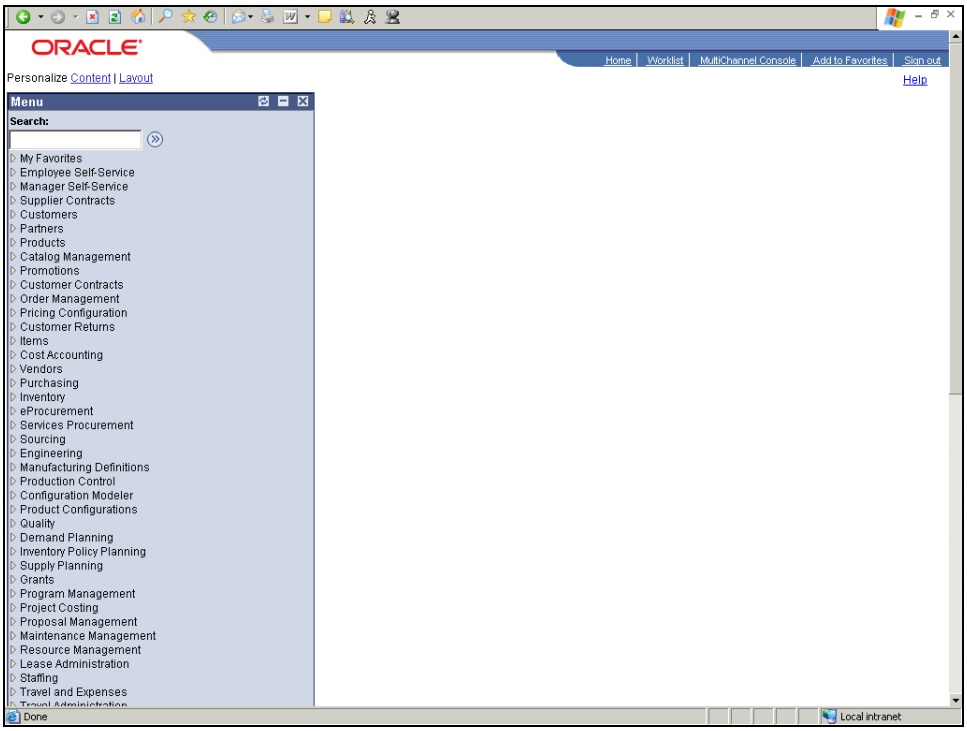
Step	Action
9.	Enter the desired information into the **Justification Type** field. Enter "**INT**".
10.	Click in the **Reason** field.
11.	Enter the desired information into the **Reason** field. Enter "**Create Training Department**".
12.	Click in the **Employee Name** field.
13.	Enter the desired information into the **Employee Name** field. Enter "**IXHEEE111**".
14.	Use the **Comments** field to enter a detailed description of the justification. In this example, the comments have been entered for you.
15.	Click the **Save** button. 
16.	You have successfully entered a justification for a project. **End of Procedure.**

Linking Documents

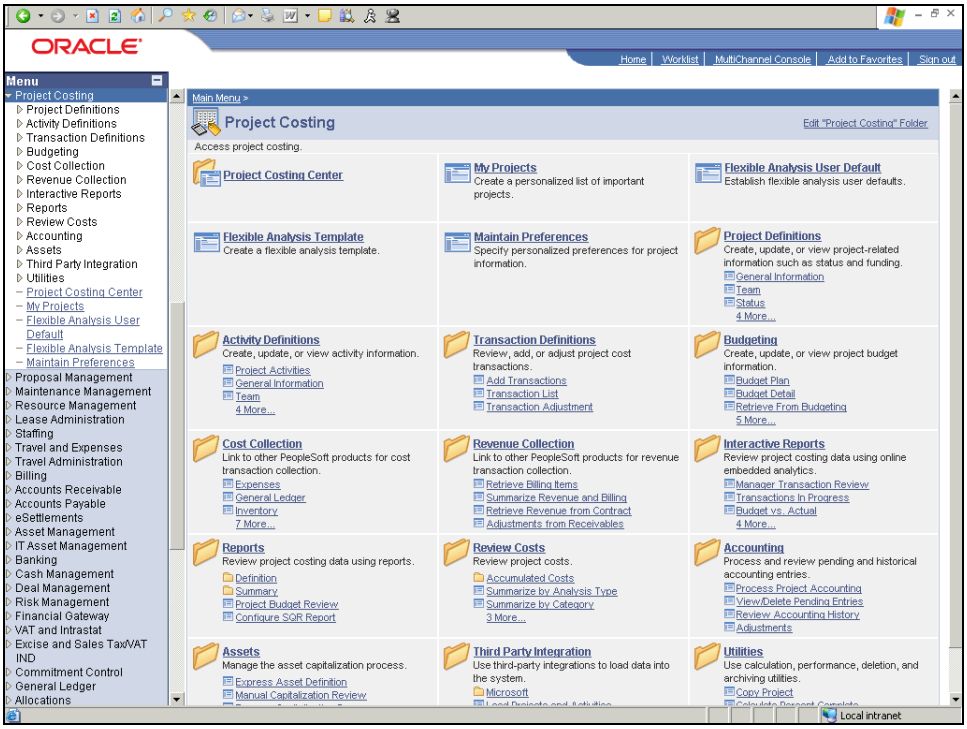
Project Costing enables you to link documents from external applications to specific projects in PeopleSoft. The documents and project must first be created before they can be linked. The **Attachments** page enables you to view a list of all the documents that have been linked to a project.

In this topic, you will link a document to a project.

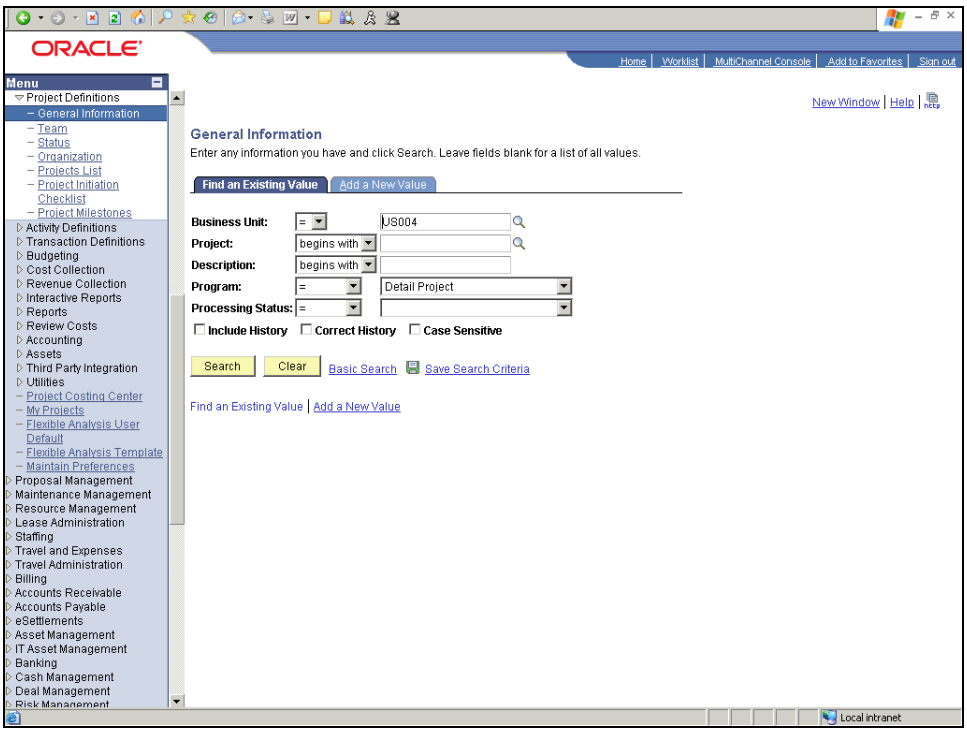
Procedure



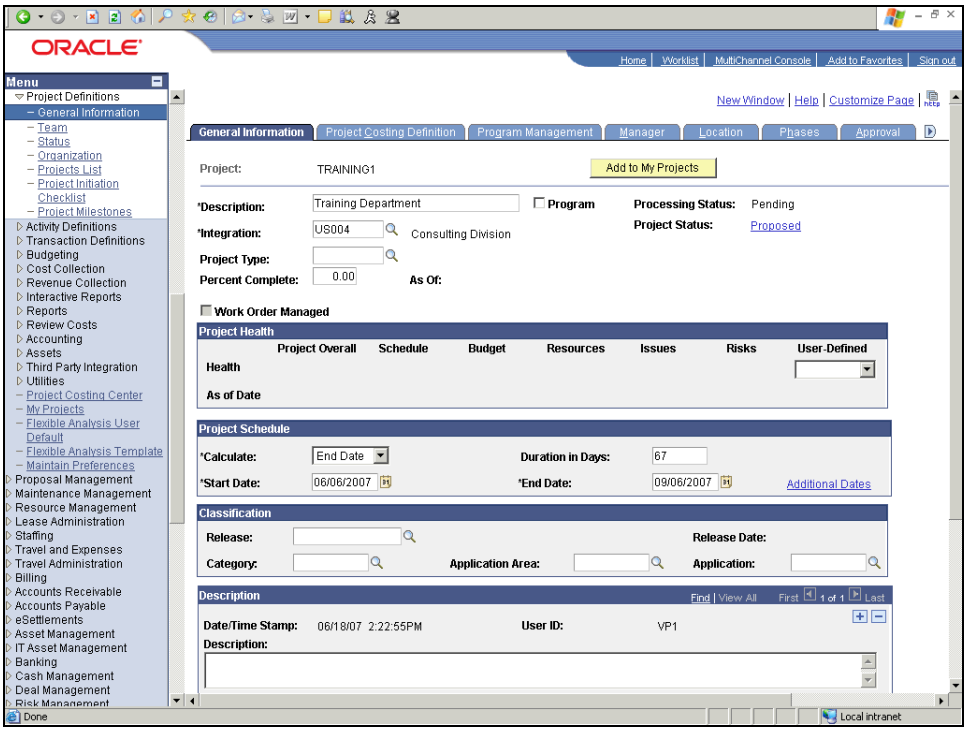
Step	Action
1.	Begin by navigating to the **Attachments** page. Click the **Project Costing** link. ▷ Project Costing



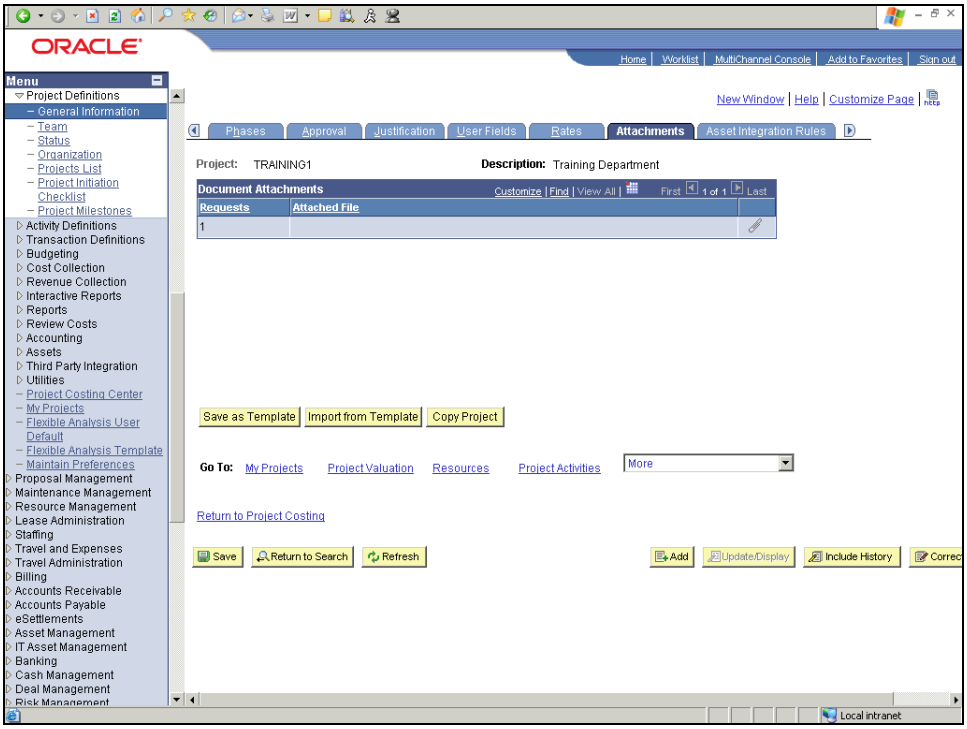
Step	Action
2.	Click the **General Information** link. General Information



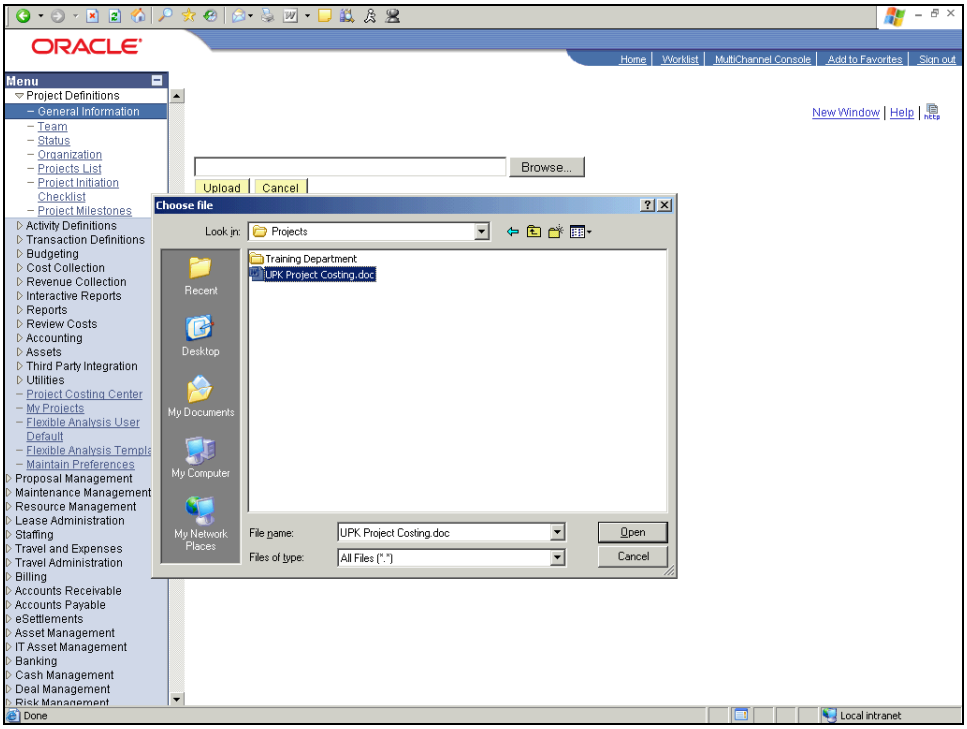
Step	Action
3.	Click in the **Project** field.
4.	Enter the desired information into the **Project** field. Enter "**TRAINING1**".
5.	Click the **Search** button. Search



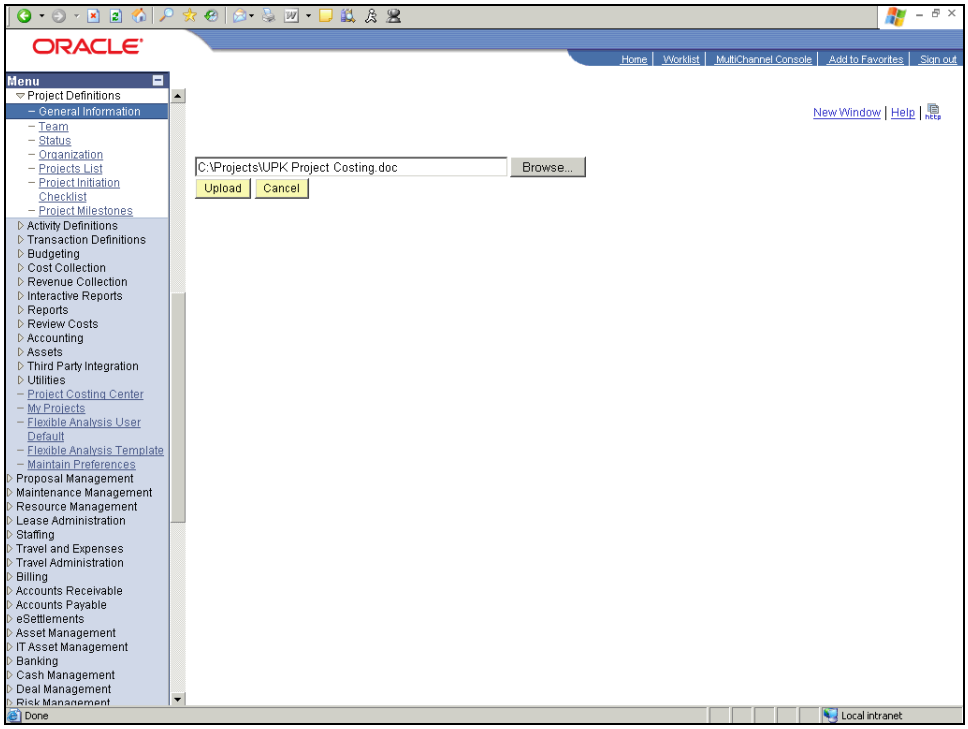
Step	Action
6.	Click the **Show following tabs** button.
7.	Click the **Attachments** tab. Attachments
8.	Use the **Attachments** page to link documents from external applications to specific projects in PeopleSoft.



Step	Action
9.	Click the **Add Attachment** button.
10.	Next, select the path to the external document that you want to link with the project. Click the **Browse...** button.



Step	Action
11.	The **Choose file** dialog box appears. Browse to select the document to be linked. In this example, the file UPK Project Costing.doc is already selected for you. Click the **Open** button. Open



Step	Action
12.	Use the **Upload** button to link the selected document to the project. Click the **Upload** button. Upload
13.	Click the **Save** button. Save
14.	You have successfully linked a document to a project. **End of Procedure.**

Using Project Trees

This lesson will show you how to organize your projects and activities for reporting and analysis purposes using project trees. Trees are the means by which you define the relationships between projects.

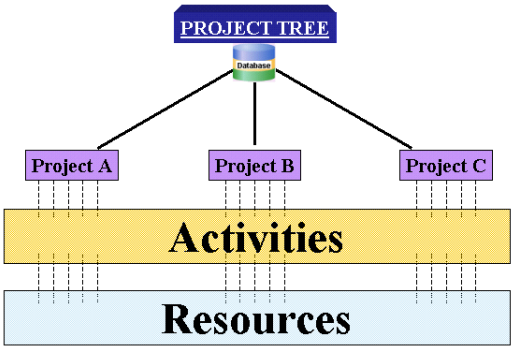
Upon successful completion of this lesson, you will be able to:
• Understand how to effectively utilize project trees.
• Create a project tree.
• Add projects to a project tree.
• Branch a project tree.
• Move a project from one node to another.

Understanding Project Trees

Project Costing breaks your work down into smaller pieces (sub-projects, activities, and resources) that you can track collectively or independently. Project trees can help you structure your project data into a hierarchy to provide security and convenience in reporting and analysis.

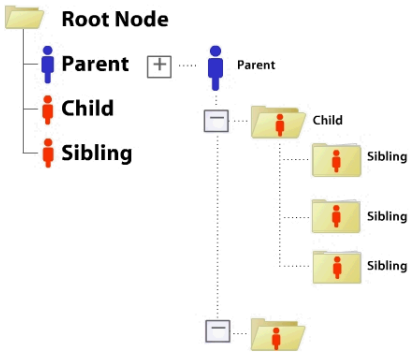
In this topic, you will learn about project trees and the Tree Loader utility that enables you to automatically add a new project tree.

Procedure

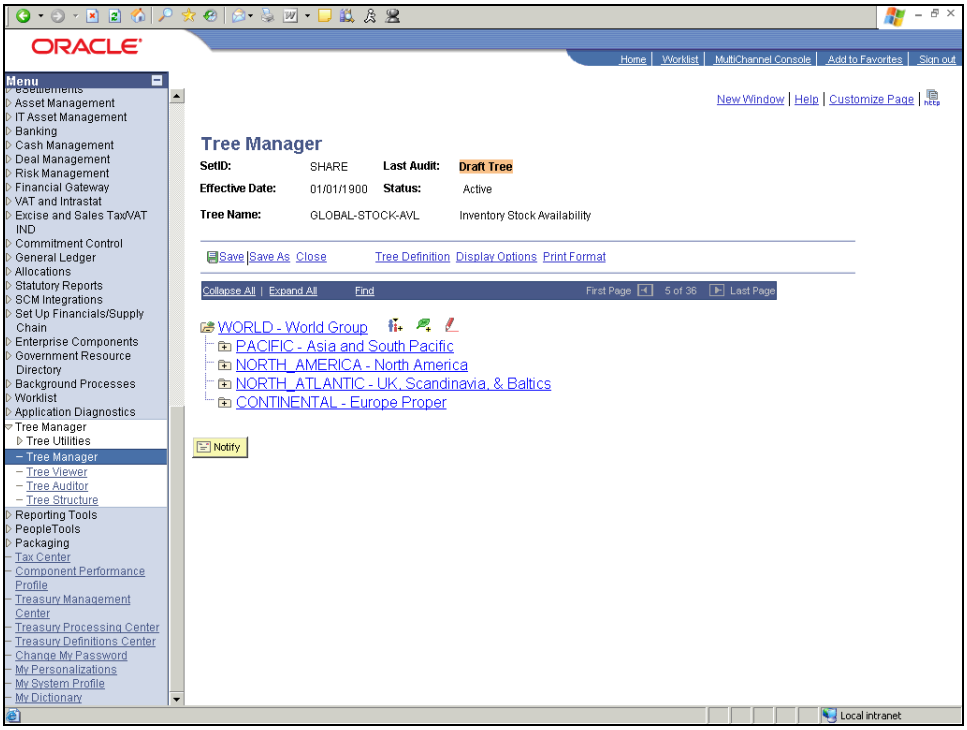


Step	Action
1.	Project trees provide an optional interface to the project data stored in your Project Costing database. With a project tree, you create a hierarchical structure to organize projects, activities, and resources. This hierarchy of projects defines the relationships among projects for roll-up and drill-down purposes. The hierarchy in a project tree enables you to control access to project information, choose projects for reporting and analysis purposes, and select resources to include in an allocation.

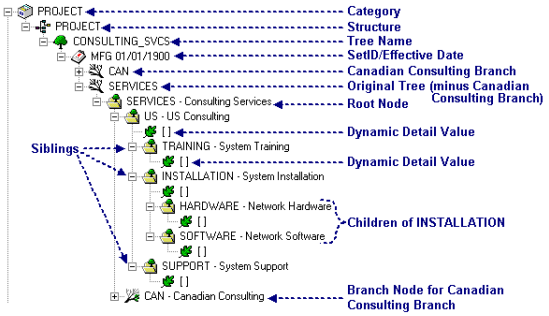
Step	Action
2.	A project tree is an example of one of several types of trees in PeopleSoft. A project tree is a dynamic detail tree, which is one kind of node-oriented tree. It consists of nodes and dynamic detail values. Nodes in a project tree represent projects, which are identified by distinct project ID key fields. Each node is linked to the **Project General** page. Detail values in a project tree represent activities, which are identified by distinct activity ID key fields. These detail values are linked to the **Project Activities** page. Project trees are created and maintained through PeopleSoft Tree Manager. You normally add projects and activities to a project tree after defining them through the project and activity pages. If you add a project or activity before it has been defined, the Tree Manager accesses the database through the appropriate pages so that you can define the project or activity.



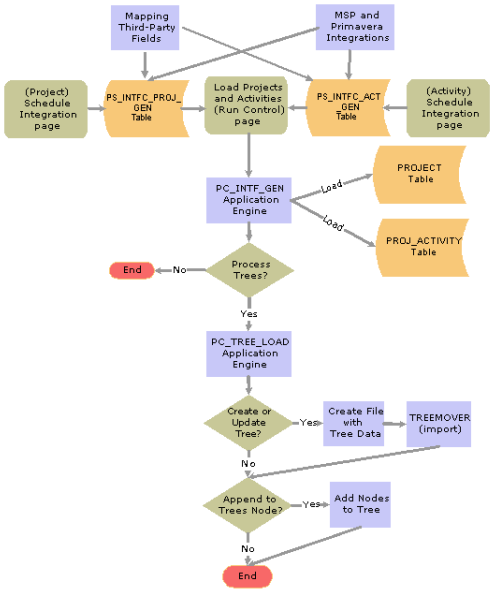
Step	Action
3.	The relationships among the nodes in a project tree are characterized by some common terminology: **Level:** The majority of project trees have levels, which represent the hierarchical organization of the projects. Levels must be defined before nodes can be attached to them. **Root Node:** The node at the first level of the tree. The root node represents the whole entity such as the company or operation. All nodes roll up to the root node. **Summary Node:** A node that merely summarizes the nodes beneath it and does not have its own activities. A summary node is for roll up purposes only. The root node is a summary node. Other nodes at various levels in a tree can also be summary nodes. For example, a summary node might exist for the type of operation such as manufacturing, sales, etc. **Parent:** A node to which other nodes roll up. **Child:** A node that rolls up to a higher level node. **Siblings:** Nodes at the same level that share the same parent node.



Step	Action
4.	The concept of levels is especially important in reporting and analysis of project information and in processing allocations. When you choose a particular level in a project tree for reporting, the report includes project information for all nodes on the selected level. If you use Flexible Analysis drill-down to analyze project information, you can specify a project tree and choose whether to include the nodes at the summary level only or the children of the summary level. When processing an allocation, you can specify a tree and a level to define the pool and/or basis of the allocation.



Step	Action
5.	Consider this example: Watson System Consultants, Inc., provides consulting services in the computer industry throughout the United States and Canada. The company sets up a project tree to organize its consulting projects. The tree includes a branch for the Canadian consulting projects because the company wants to separate those projects from the US consulting projects. The diagram shows the tree and illustrates the terminology used in Tree Manager.



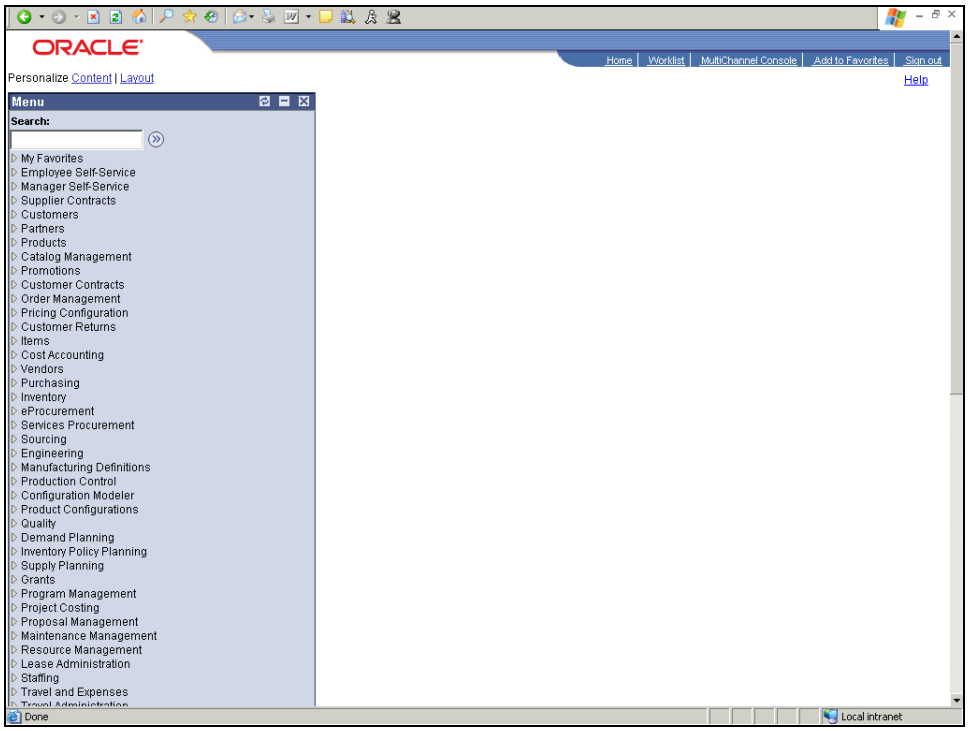
Step	Action
6.	The Tree Loader utility enables you to automatically add a new tree with project and activity nodes. This is especially useful if you need to add a project tree from a third-party application. The Tree Loader utility uses project data defined in an input ASCII file to add a new project tree in Tree Manager. You can add a new tree or create a new effective-dated version of an existing tree with the Tree Loader. However, the Tree Loader cannot add nodes to an existing tree or delete an existing tree. If you want to replace an existing tree, you must manually delete it from Tree Manager before using Tree Loader to create the new tree.
7.	To summarize, project trees organize project data into a hierarchy for reporting purposes. When necessary, you can create projects and activities through the **Tree Manager** page and link to project and activity data in your database tables. With the Tree Loader utility, you can import project information from an input ASCII file to create a project tree in PeopleSoft. **End of Procedure.**

Creating Project Trees

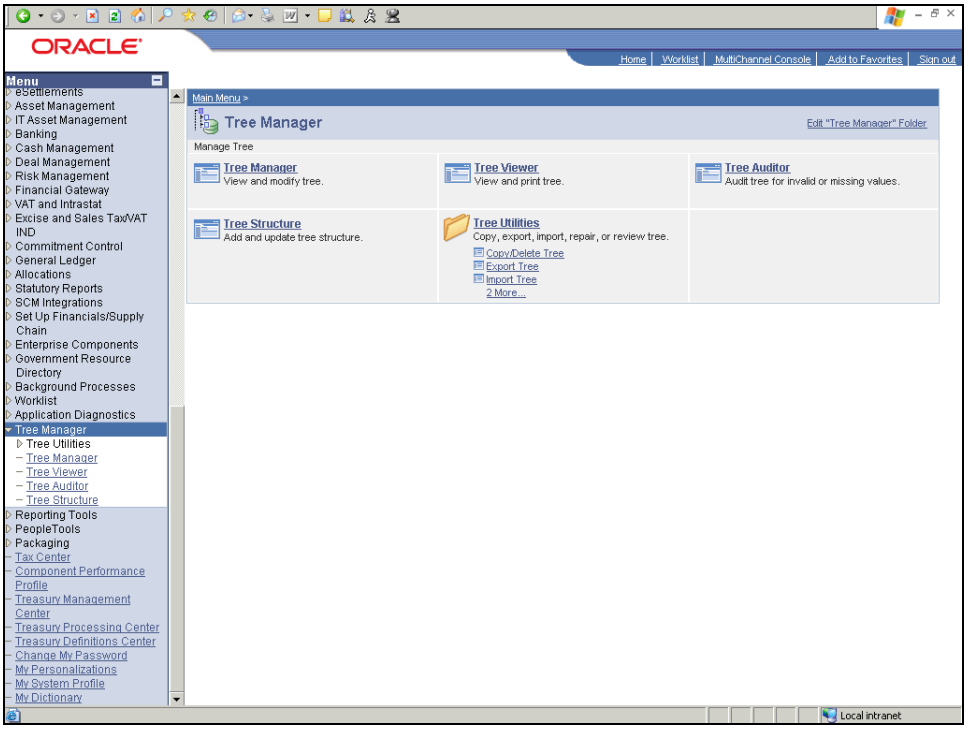
You create project trees to organize your projects and activities for reporting and analysis purposes. Trees are the means by which you define the relationships between projects. Projects are added as nodes in the tree.

In this topic, your goal is to define a new project tree.

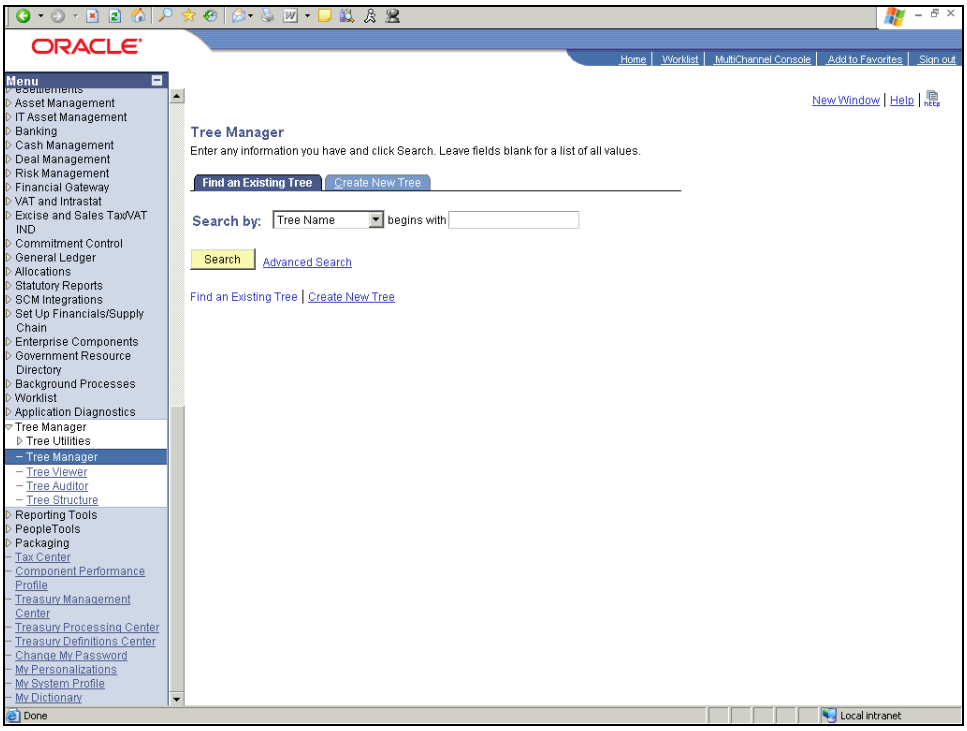
Procedure



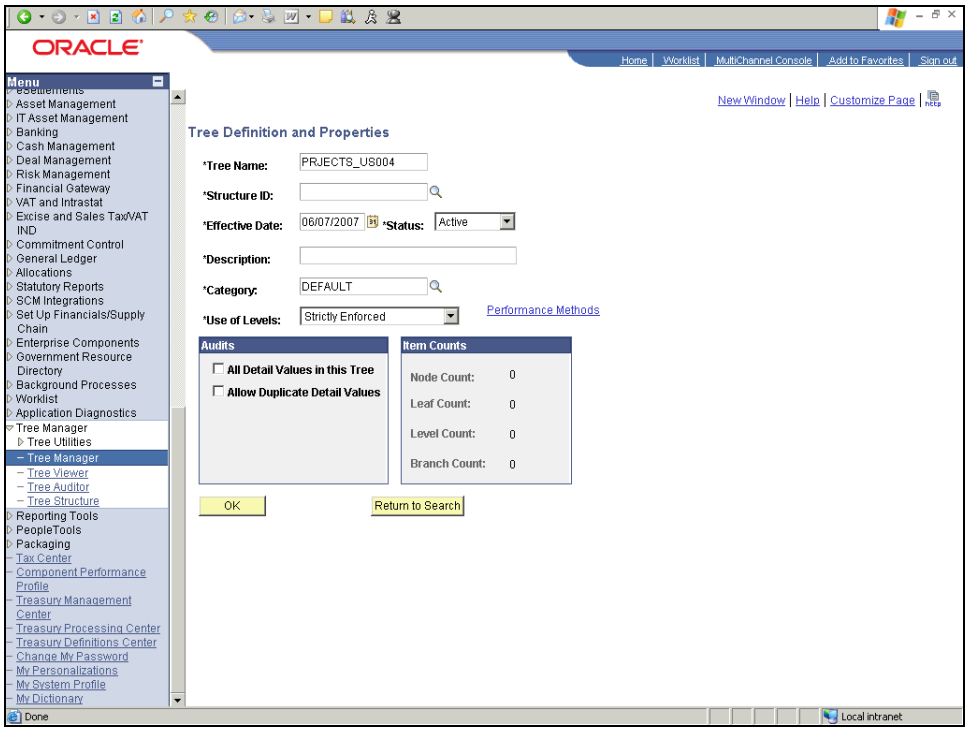
Step	Action
1.	Begin by navigating to the **Tree Definition and Properties** page. Click the **vertical** scrollbar.
2.	Click the **Tree Manager** link. ▷ Tree Manager



Step	Action
3.	Click the **Tree Manager** link.

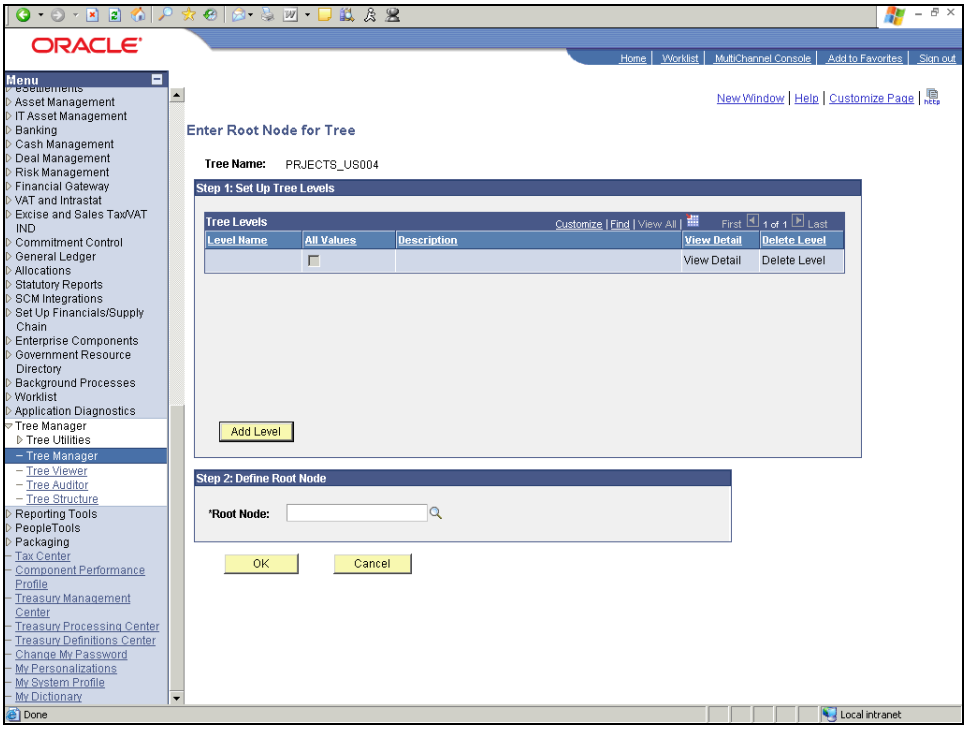


Step	Action
4.	Click the **Create New Tree** tab.
5.	Enter the desired information into the **Tree Name** field. Enter "**PRJECTS_US004**".
6.	Click the **Add** button. Add
7.	Use the **Tree Definition and Properties** page to create and define the new project tree structure.



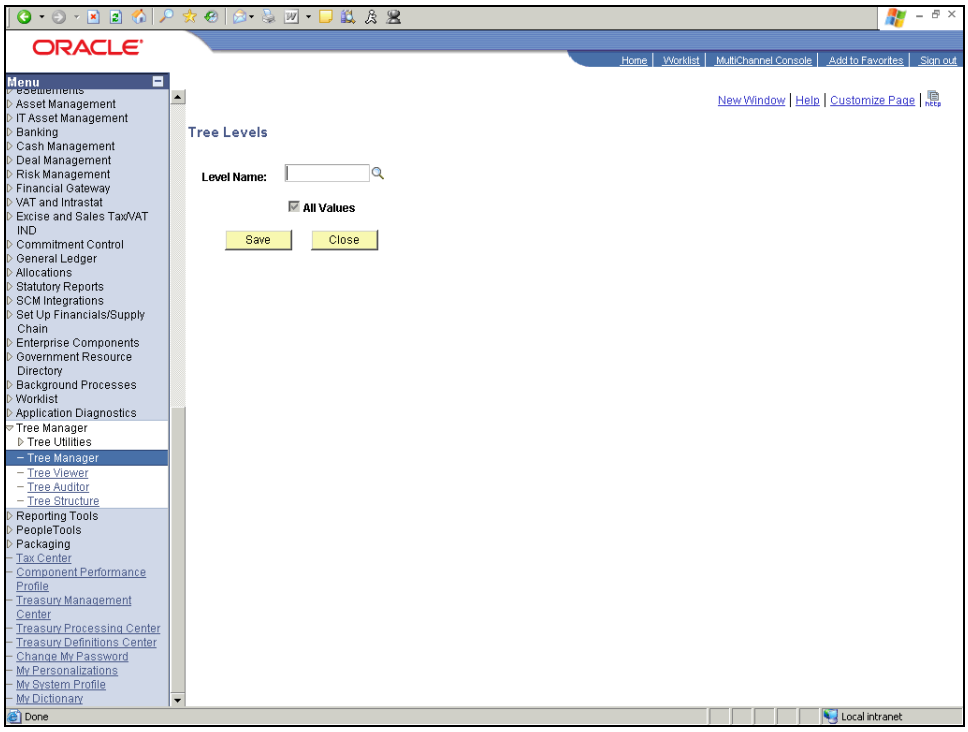
Step	Action
8.	The **Structure ID** identifies the page and record definitions associated with this tree. Click in the **Structure ID** field.
9.	Enter the desired information into the **Structure ID** field. Enter "**PROJECT_BU**".
10.	Click in the **Effective Date** field. 06/07/2007
11.	Enter the desired information into the **Effective Date** field. Enter "**01/01/2007**".
12.	Click in the **Description** field.

Step	Action
13.	Enter the desired information into the **Description** field. Enter "**US004 Project Tree**".
14.	Click in the **Category** field. DEFAULT
15.	Enter the desired information into the **Category** field. Enter "**PROJECT**".
16.	To ensure that the ranking of a project node in the tree hierarchy is tied to its horizontal position in the tree, you need to select Strictly Enforced in the **Use of Levels** field.
17.	Click in the **Business Unit** field.
18.	Enter the desired information into the **Business Unit** field. Enter "**US004**".
19.	Click the **OK** button. OK
20.	Use the **Enter Root Node for Tree** page to define the levels and root node of the tree.

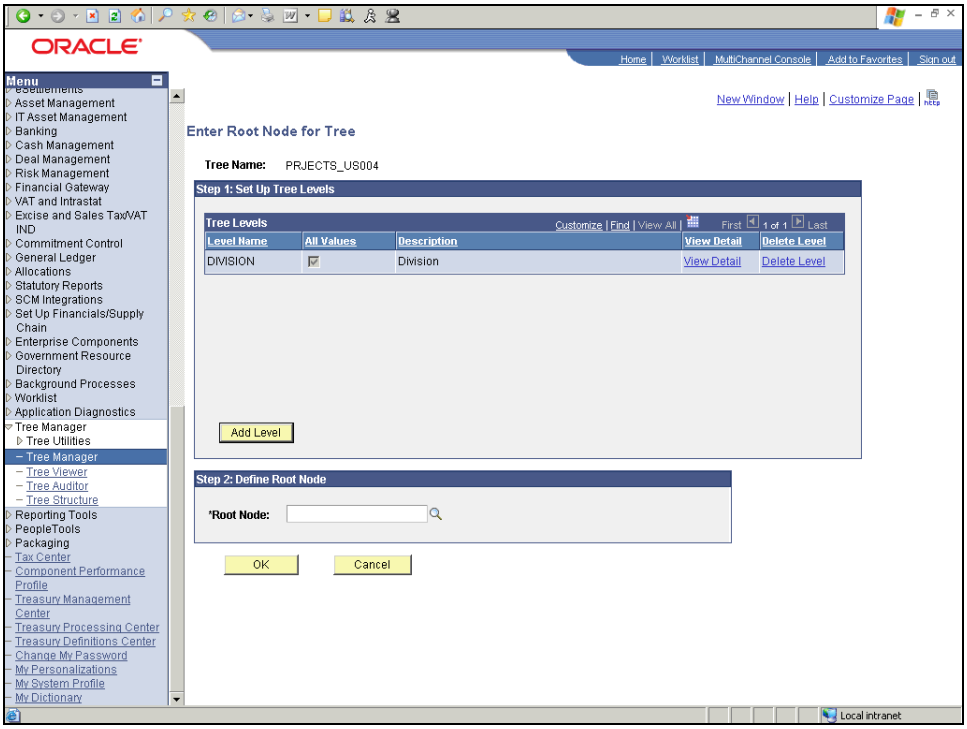


Step	Action
21.	Click the **Add Level** button. Add Level

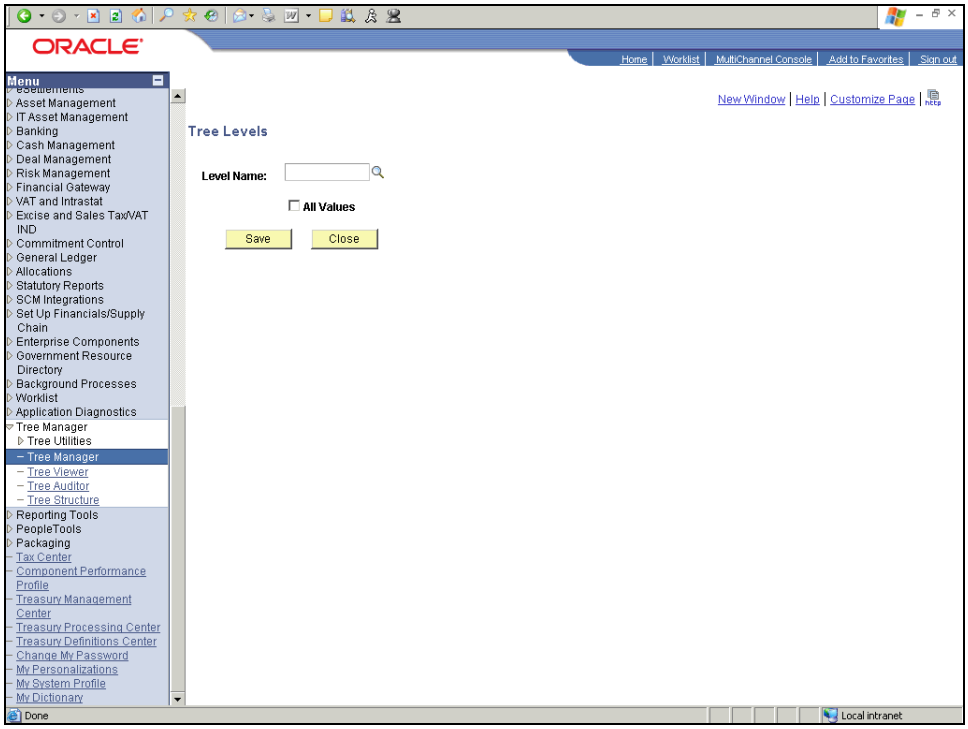
Step	Action
22.	Use the **Tree Levels** page to specify the level names of the tree.



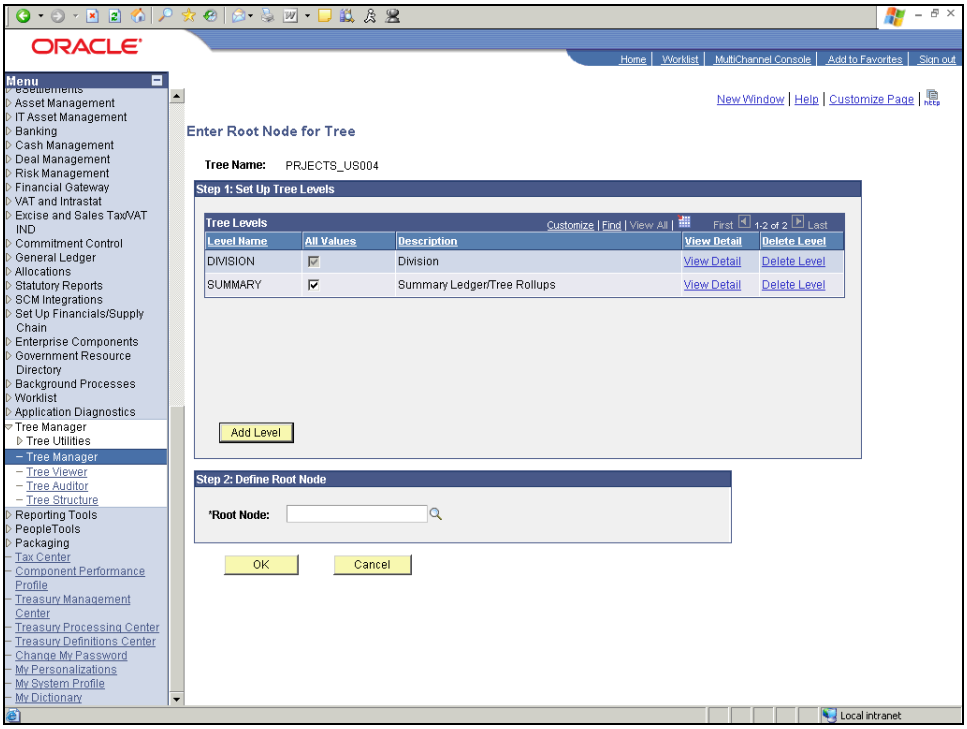
Step	Action
23.	Enter the desired information into the **Level Name** field. Enter "**DIVISION**".
24.	Notice that the **All Values** check box is checked and grayed out, forcing all nodes below this level to report directly to the node on this level.
25.	Click the **Save** button. Save



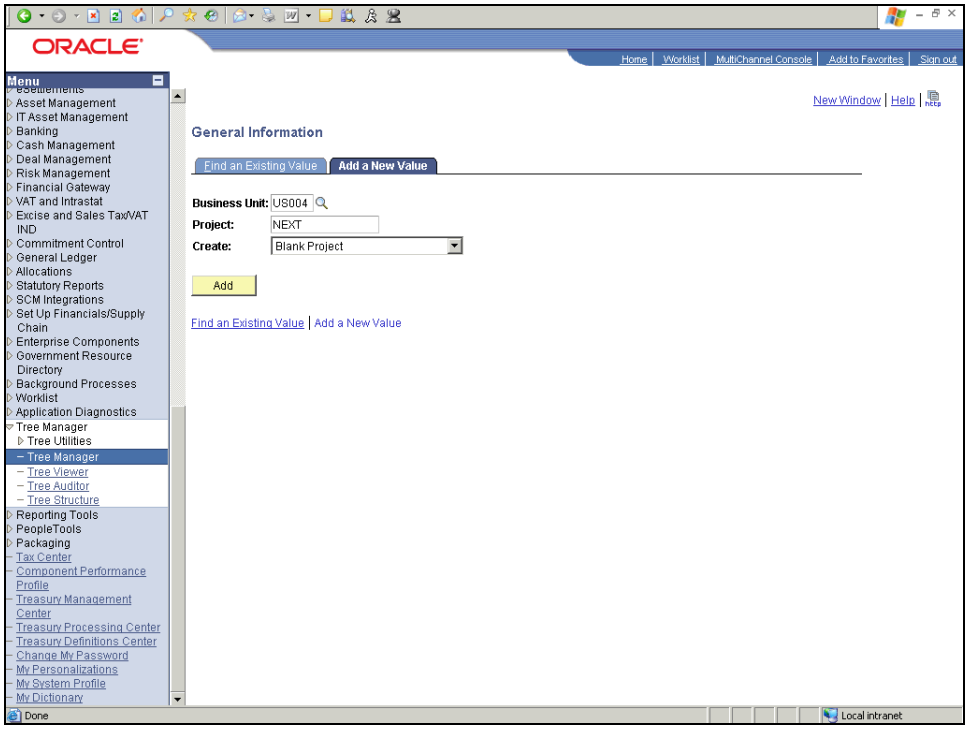
Step	Action
26.	Next, set up another level with the name Summary. Click the **Add Level** button. Add Level



Step	Action
27.	Enter the desired information into the **Level Name** field. Enter "**SUMMARY**".
28.	To force all nodes below this level to report directly to the node on this level, select the **All Values** check box. Click the **All Values** option. All Values
29.	Click the **Save** button. Save

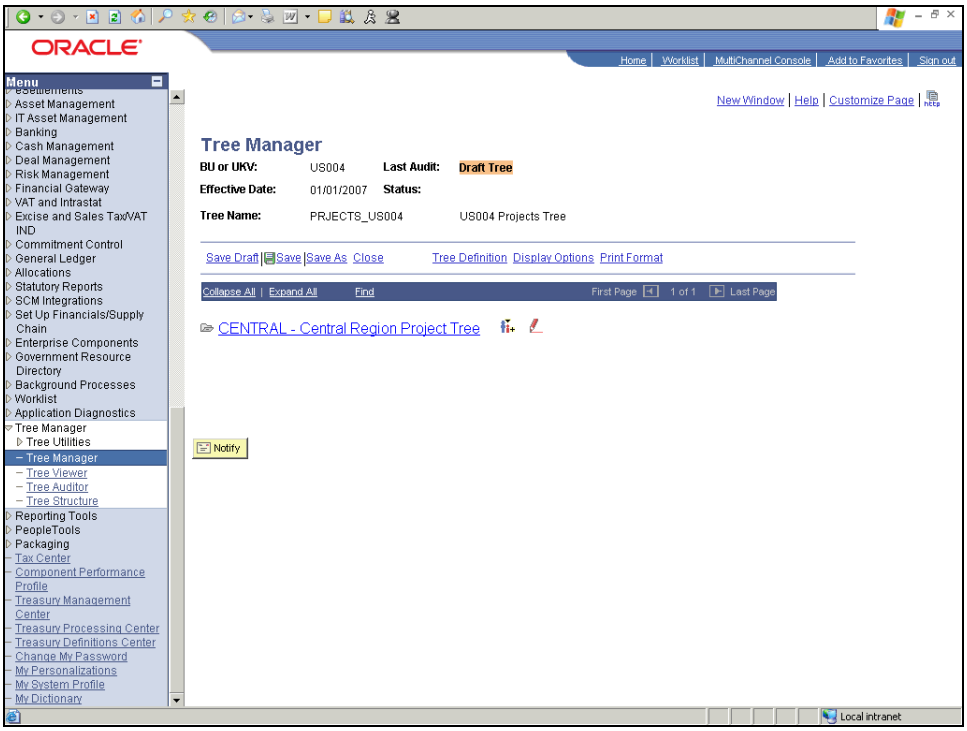


Step	Action
30.	The **Root Node** is at the first level of the tree and it represents the whole entity such as the company or operation. All nodes roll up to the root node. Click in the **Root Node** field. [ ]
31.	Enter the desired information into the **Root Node** field. Enter "**CENTRAL**".
32.	Click the **OK** button. [OK]



Step	Action
33.	Click in the **Project** field. NEXT
34.	Enter the desired information into the **Project** field. Enter "**CENTRAL**".
35.	Click the **Add** button. Add
36.	Use the **General Information** page to define the project tree.
37.	Click in the **Description** field.
38.	Enter the desired information into the **Description** field. Enter "**Central Region Project Tree**".
39.	Use the **Integration** field to enter the integration template that is used to integrate this project with other financial applications.
40.	Click in the **Project Type** field.
41.	Enter the desired information into the **Project Type** field. Enter "**SUMM**".
42.	Use the **Program** field to designate this project as a program or summary project. Click the **Program** option. Program

Step	Action
43.	Use the **Calculate** field to calculate one of the following three entries based on the value of the other two; Start date, End date, or Duration. For this example, use the default selection.
44.	Use the **Start Date** field to specify the beginning of this root node.
45.	Use the **End Date** field to specify the end of this root node. Click in the **End Date** field. 06/07/2007
46.	Enter the desired information into the **End Date** field. Enter "**06/07/2008**".
47.	Click the **vertical** scrollbar.
48.	Click the **OK** button. OK
49.	The newly created tree is displayed with the root node CENTRAL and the description Central Region Project Tree.



Step	Action
50.	Click the **Save** link. Save

Step	Action
51.	You have successfully created a new project tree. **End of Procedure.**

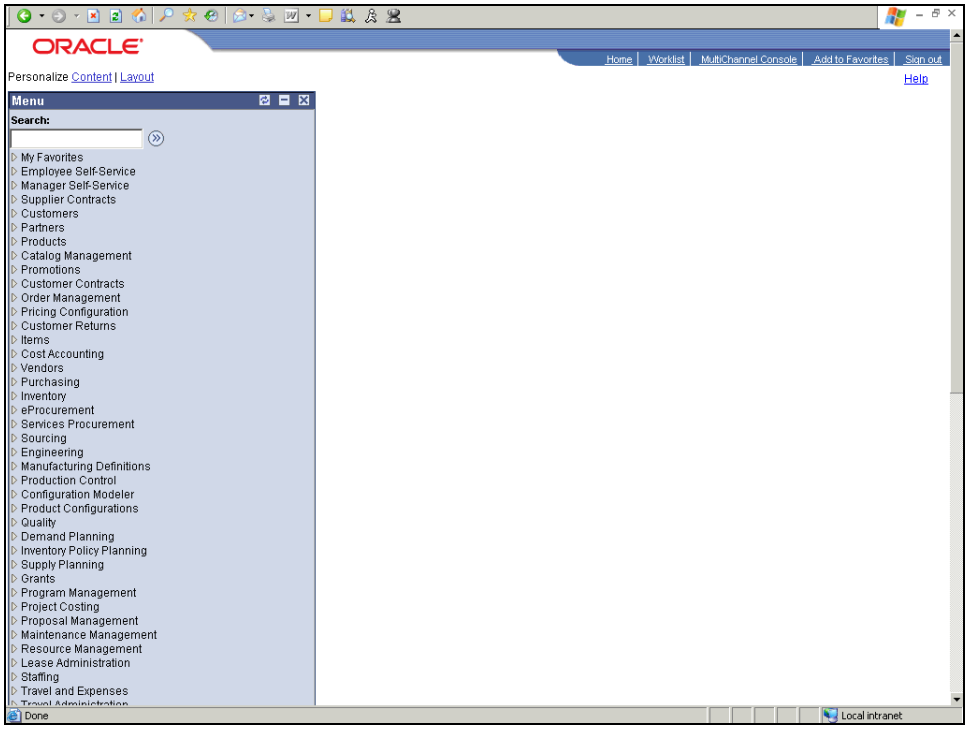
Adding Projects

In building or maintaining a project tree, you will add projects as often as necessary. Projects are added as nodes in the tree. Each tree has only one root node, and all projects ultimately roll up to the root node.

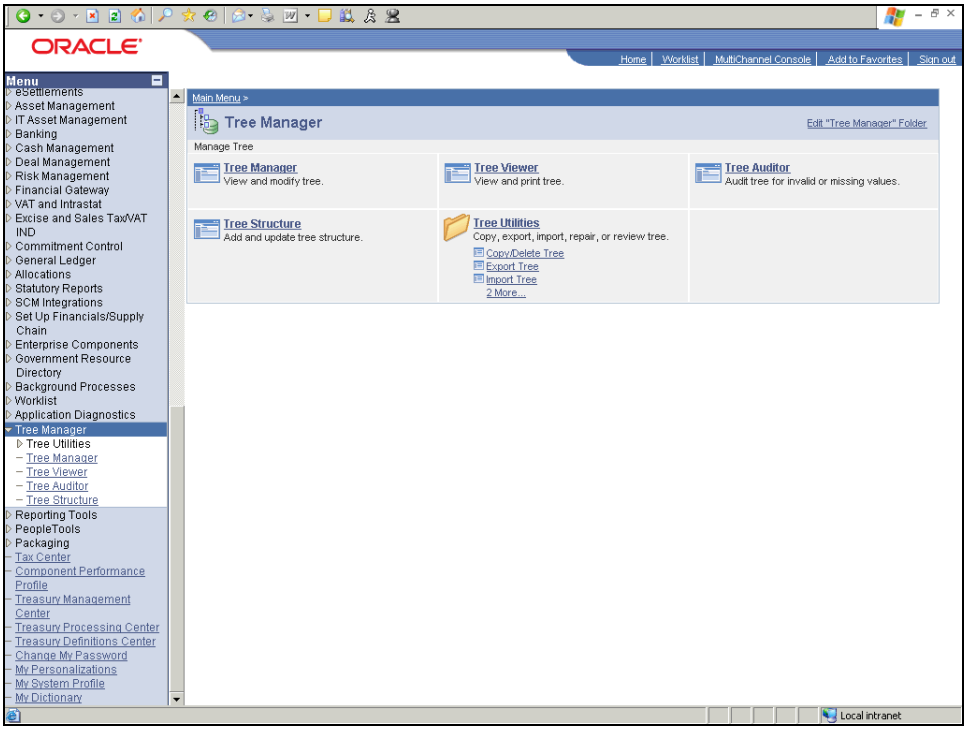
You can begin by adding one project as a child of the root node and continue adding the siblings of that project. Usually, projects have been defined before you add them to a tree. As an exception, you might need to add a project that has not been previously defined.

In this topic, your goal is to add a new project and an existing project to a tree.

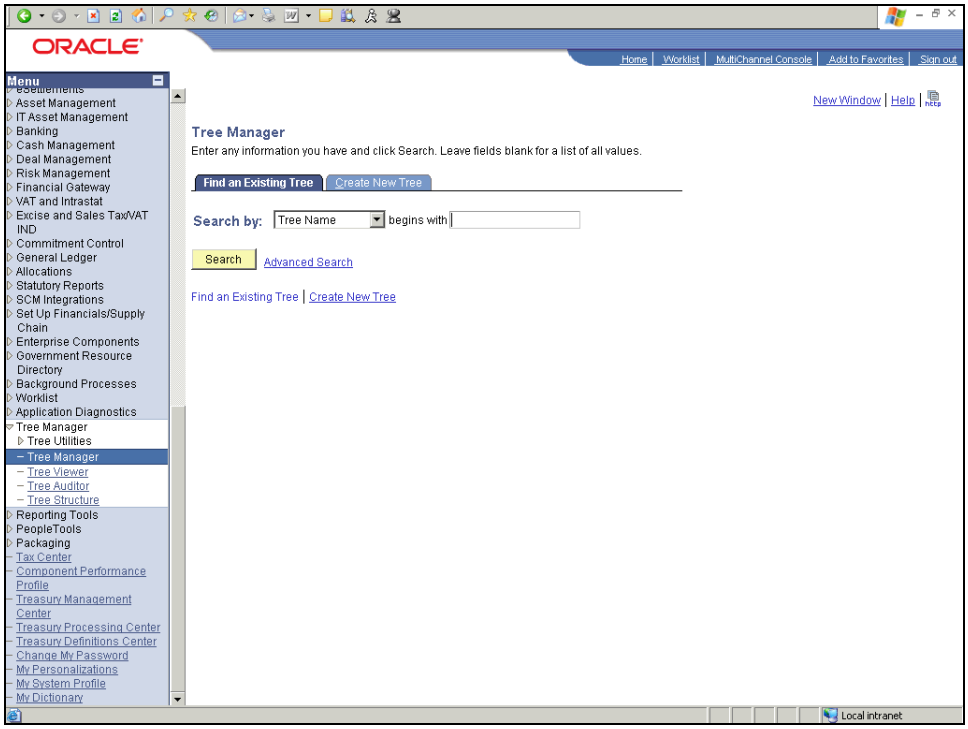
Procedure



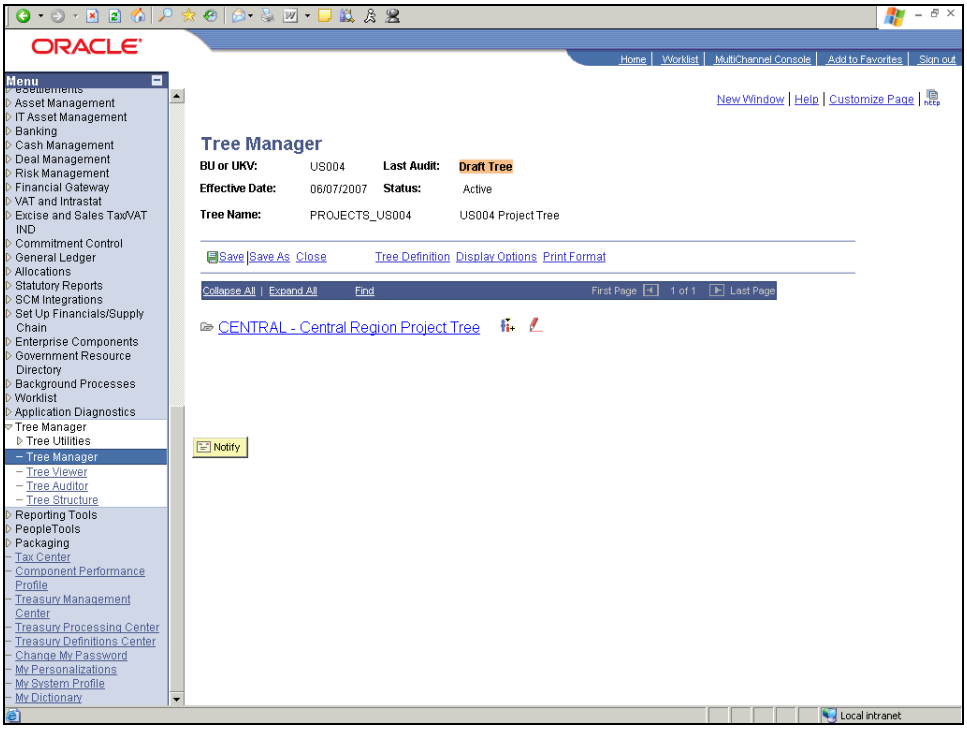
Step	Action
1.	Begin by navigating to the **Tree Manager** page. Click the **vertical** scrollbar.
2.	Click the **Tree Manager** link. ▷ Tree Manager



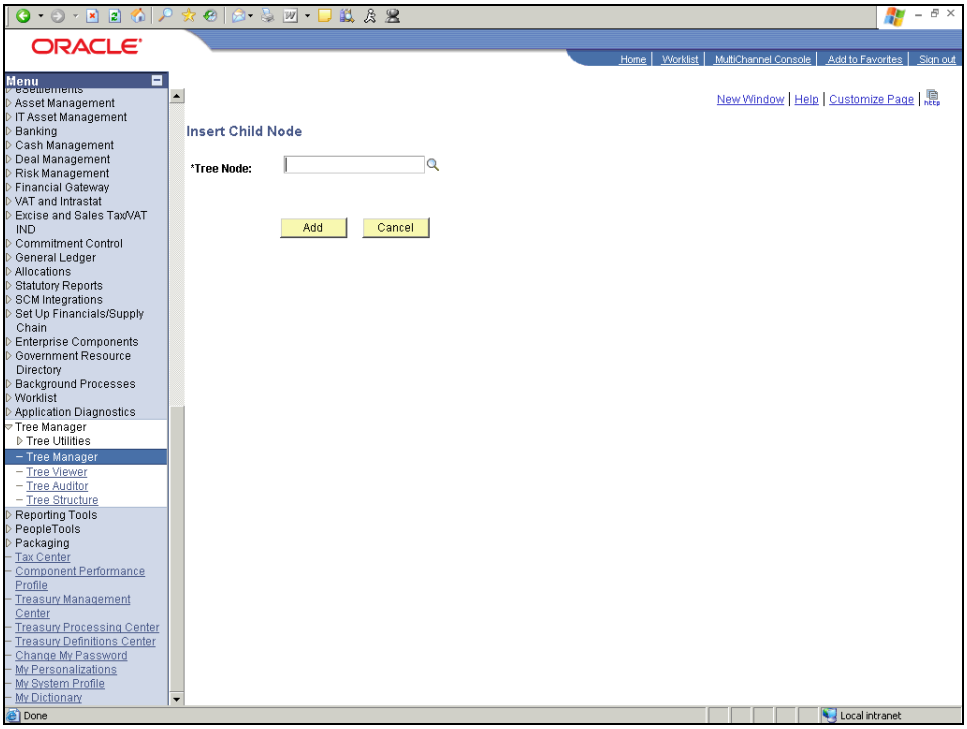
Step	Action
3.	Click the **Tree Manager** link.



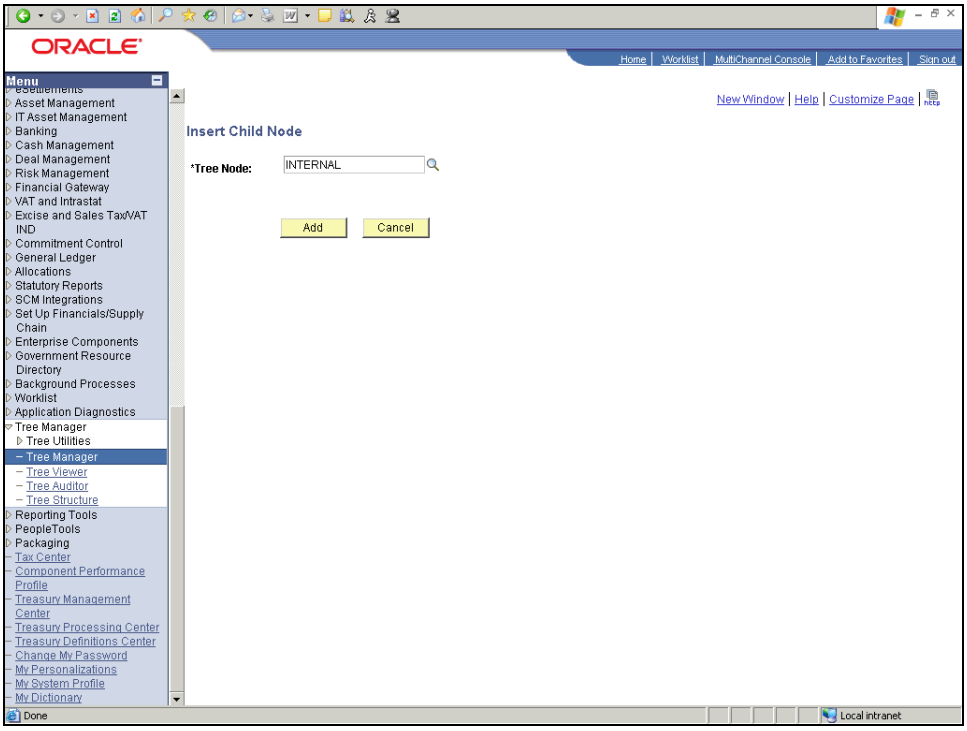
Step	Action
4.	Enter the desired information into the **begins with** field. Enter "**PROJECTS_US004**".
5.	Click the **Search** button. 
6.	Use the **Tree Manager** page to organize your projects in a hierarchical tree structure.



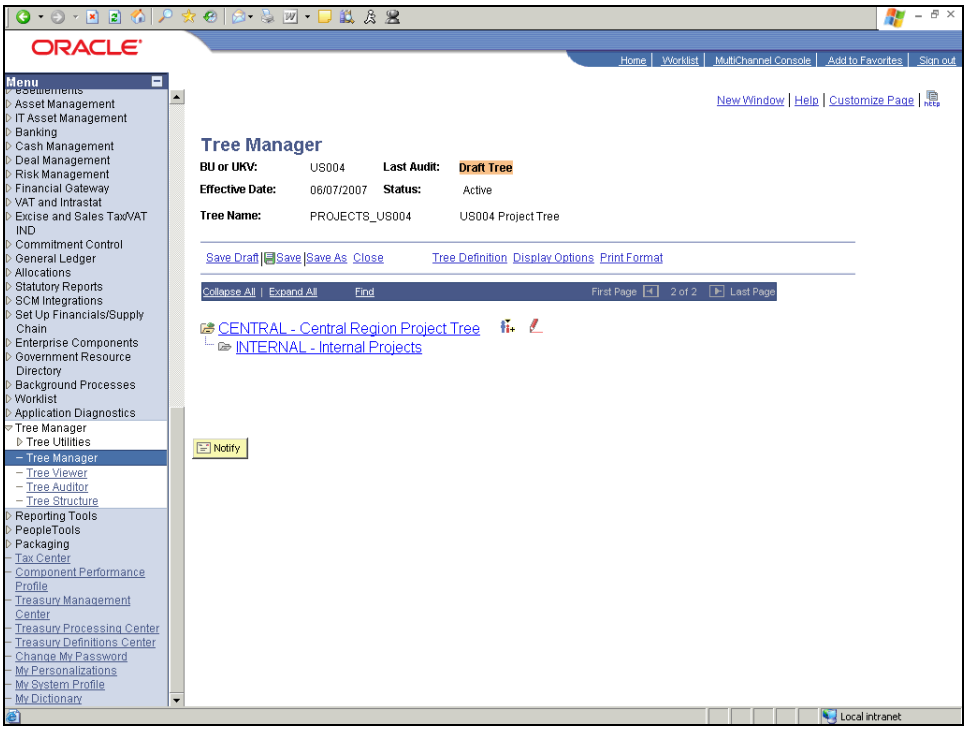
Step	Action
7.	You can only add child nodes to the root node. The root node can not have siblings. Click the **Insert Child Node** button.
8.	Use the **Insert Child Node** page to add a child node to the root node.



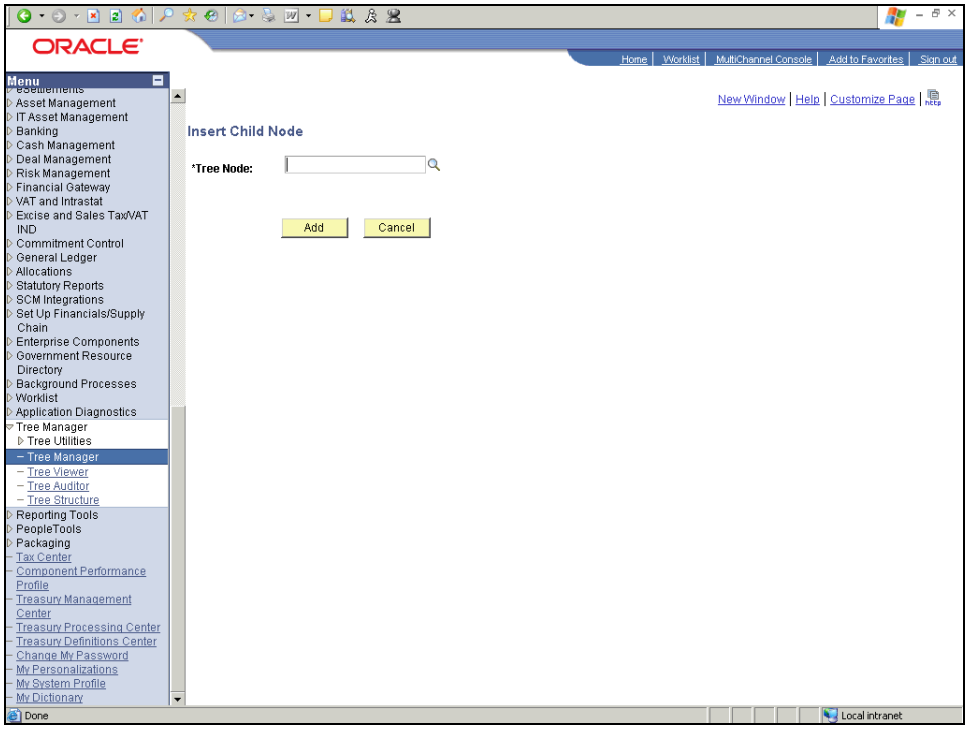
Step	Action
9.	Enter the desired information into the **Tree Node** field. Enter "**INTERNAL**".



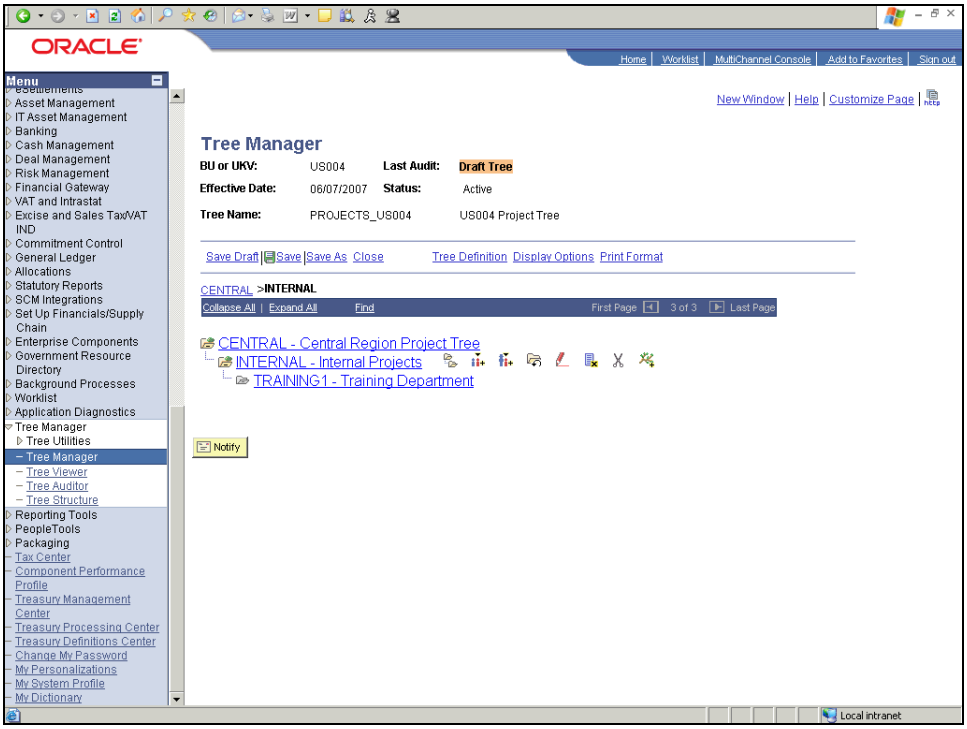
Step	Action
10.	If you add a project to the tree that has not been defined in PeopleSoft, the Tree Manager opens the **General Information** page for the project to enable you to enter the details of the project. In this example, the project INTERNAL has been defined. Click in the **Project** field. Add
11.	Notice the INTERNAL node has been added to the tree.



Step	Action
12.	Next, you will add a project to the INTERNAL node of the CENTRAL tree. Click the **INTERNAL - Internal Projects** link. INTERNAL - Internal Projects
13.	Click the **Insert Child Node** button.



Step	Action
14.	Enter the desired information into the **Tree Node** field. Enter "**TRAINING1**".
15.	Click the **Add** button. Add



Step	Action
16.	Click the **Save** link. Save
17.	You have successfully added projects to a tree. **End of Procedure.**

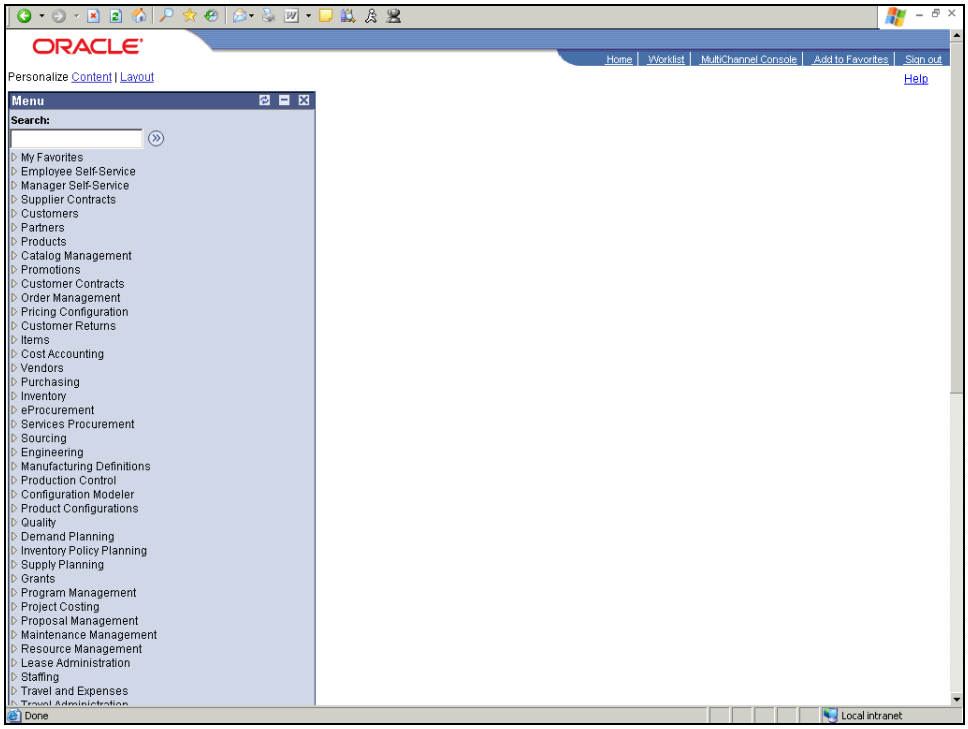
Branching Project Trees

PeopleSoft enables you to break trees into smaller, more manageable branches to reduce the time involved in working with large trees. Branching enables multiple users to work on the same tree at the same time.

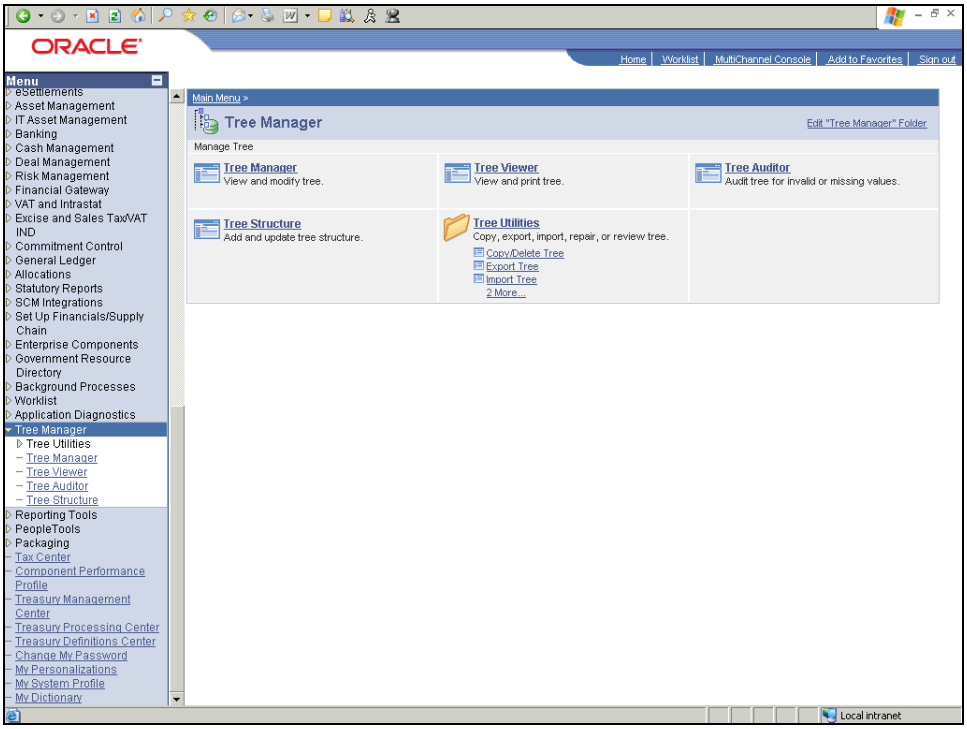
Trees can be branched at any time. A tree can include as many branches as necessary, but tree manager enables you to branch a tree to a maximum depth of three levels. You cannot branch the root node of the project tree. A branch can only be edited by one person at a time.

In this topic, you will branch a tree.

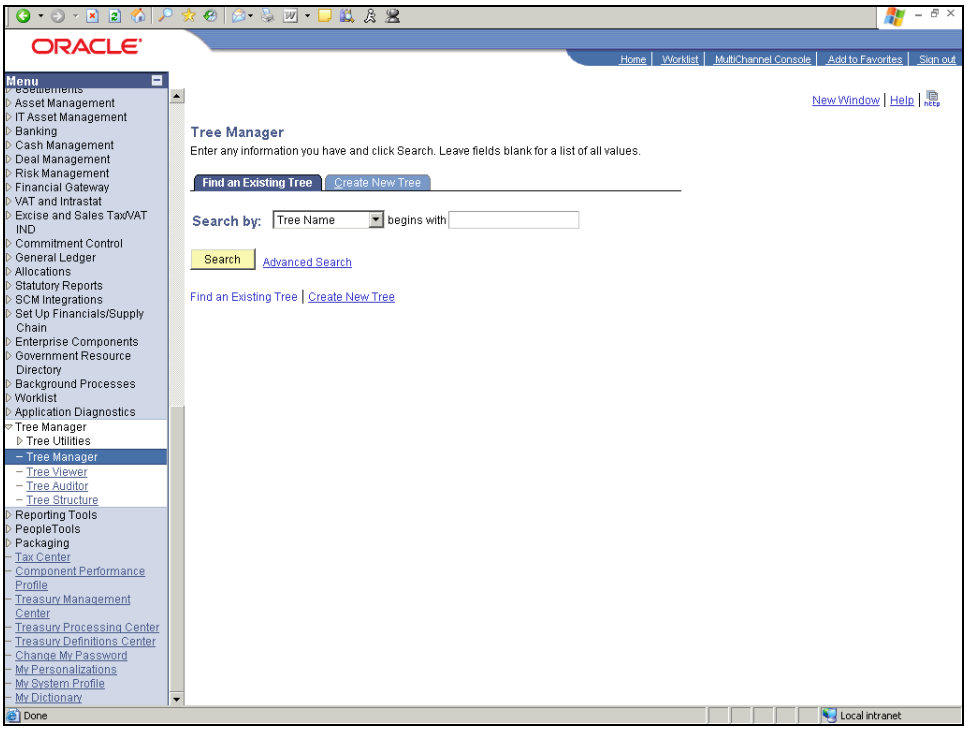
Procedure



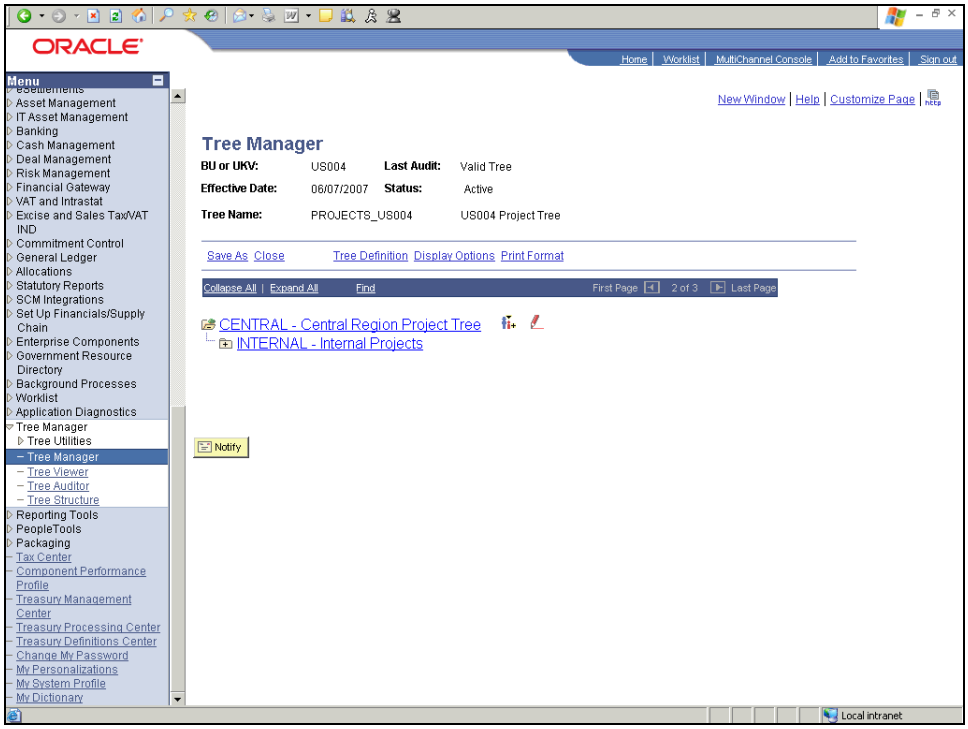
Step	Action
1.	Begin by navigating to the **Tree Manager** page. Click the **vertical** scrollbar.
2.	Click the **Tree Manager** link. ▷ Tree Manager



Step	Action
3.	Click the **Tree Manager** link.



Step	Action
4.	Enter the desired information into the **begins with** field. Enter "**PROJECTS_US004**".
5.	Click the **Search** button. Search
6.	Use the **Tree Manager** page to organize your projects in a hierarchical tree structure.



Step	Action
7.	In this example, you will branch the INTERNAL node. Click the **INTERNAL - Internal Projects** link. INTERNAL - Internal Projects
8.	Click the **Branch** button.
9.	Click the **Yes** button. Yes
10.	Notice the INTERNAL node is now branched.

Step	Action
11.	To UnBranch a node, click the **UnBranch** button. When a tree is unbranched, the nodes in the branch are restored in the original tree and the Tree Manager replaces the branch icon in the tree with the collapsed node icon. Any nodes that reported to the branch are then available in the original tree.
12.	You have successfully branched a tree. **End of Procedure.**

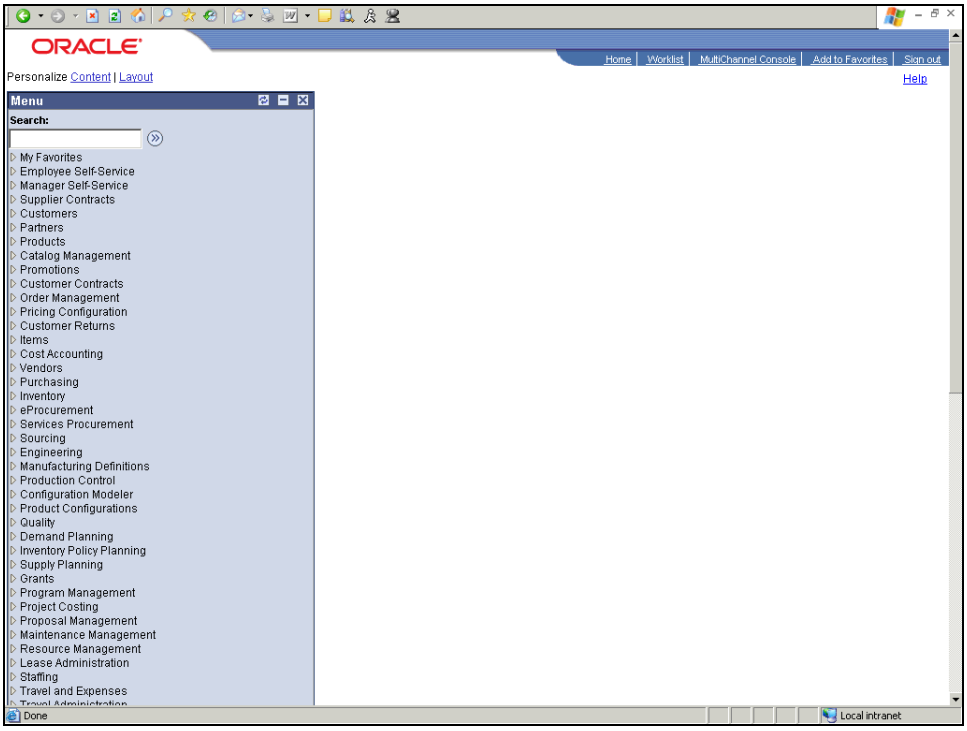
Moving Projects

In building or maintaining a project tree, you might add a project in the wrong location by mistake, discover a node in the wrong location, or need to move a node to another location because of a change in the project.

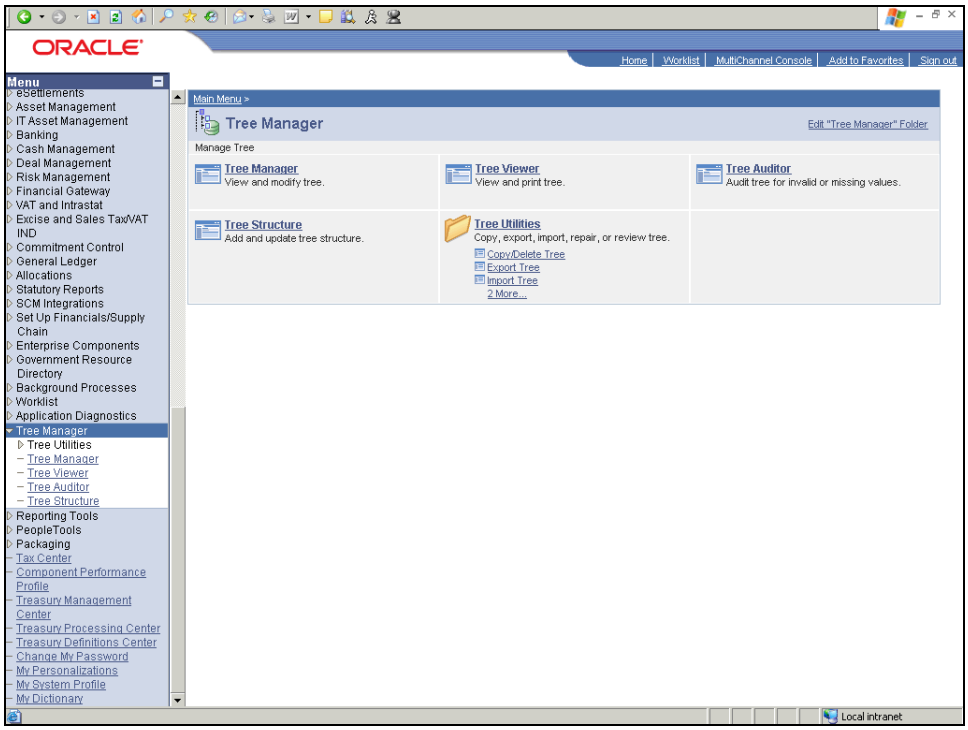
Tree Manager moves the entire branch starting at the selected node. If the moved node has nodes or detail values reporting to it, they also move to the new position. You cannot move the root node.

In this topic, you will move a project from one node of a tree to another.

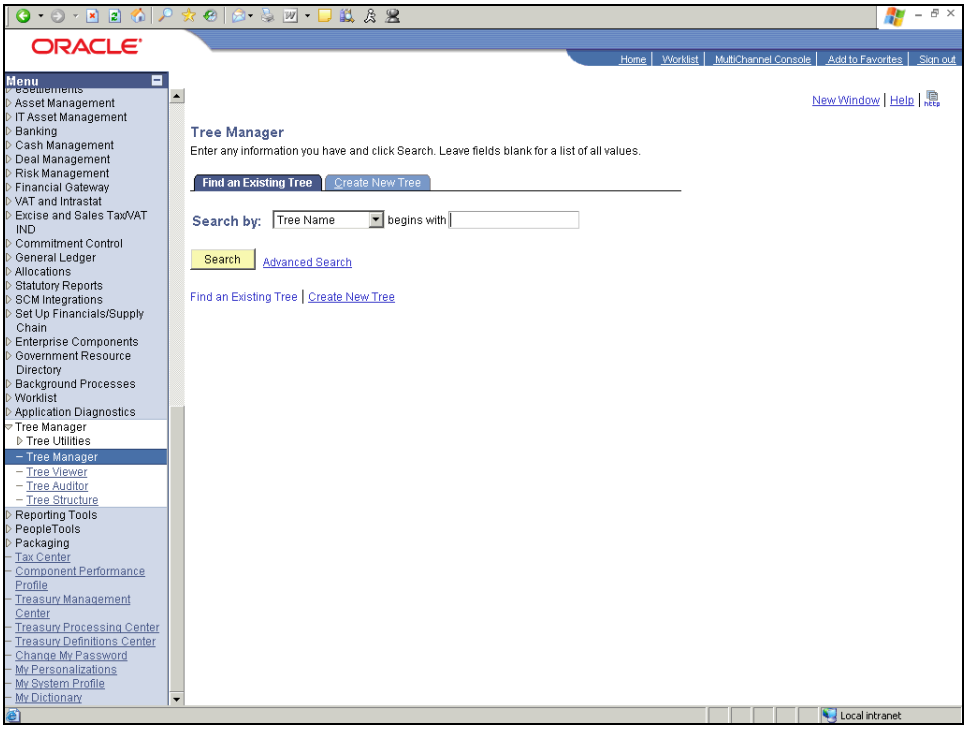
Procedure



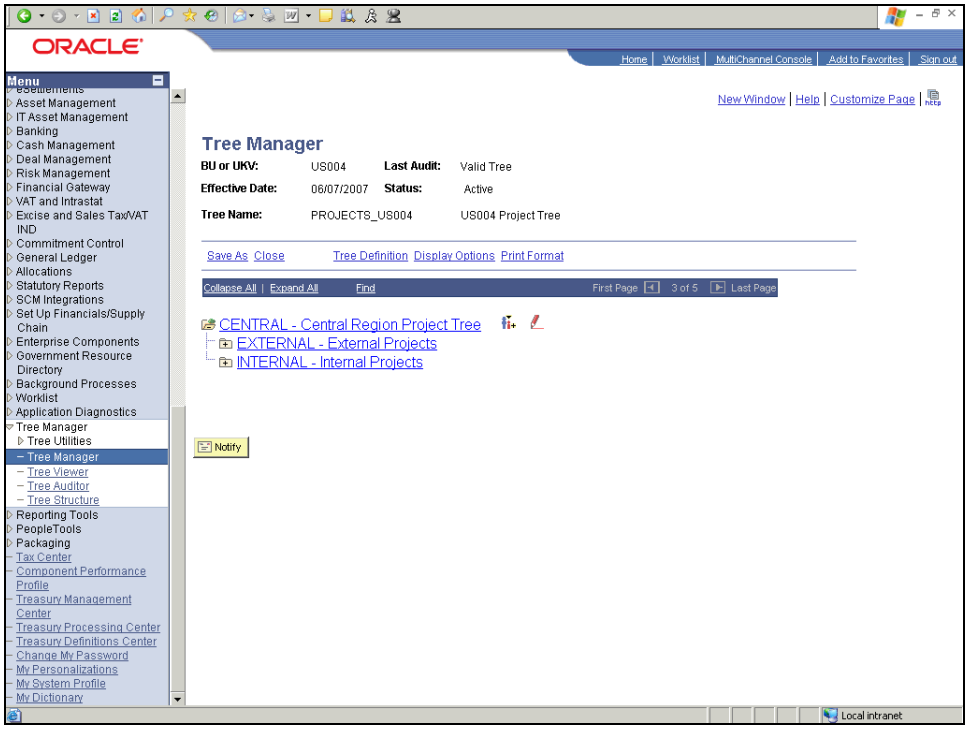
Step	Action
1.	Begin by navigating to the **Tree Manager** page. Click the **vertical** scrollbar.
2.	Click the **Tree Manager** link. ▷ Tree Manager



Step	Action
3.	Click the **Tree Manager** link.



Step	Action
4.	Enter the desired information into the **begins with** field. Enter "**PROJECTS_US004**".
5.	Click the **Search** button. 
6.	Use the **Tree Manager** page to organize your projects in a hierarchical tree structure.



Step	Action
7.	To view the project that you need to move, expand the node. Click the **Expand Node** button. 
8.	The SOFTWARE_UPG project node is displayed. Click the **SOFTWARE_UPG - SOFTWARE_UPG** link. SOFTWARE_UPG - SOFTWARE_UPG
9.	Next, you need to cut the node to move it to another location. Click the **Cut** button. 
10.	To move the cut project to the new location, you need to expand the node. Click the **Expand Node** button. 
11.	Click the **Paste as Child** button. 
12.	Notice the SOFTWARE_UPG project has been moved to the INTERNAL node.
13.	You have successfully moved a project node from one location to another. **End of Procedure.**

Analyzing Projects

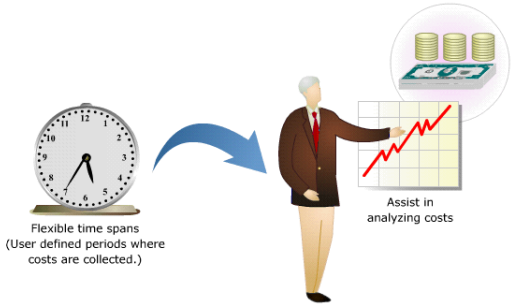
PeopleSoft provides the means to analyze your projects from several perspectives.

Upon successful completion of this lesson, you will be able to:
• Describe project analysis in PeopleSoft.
• View a summary of project transactions.
• View a project's transactions associated with inventory items.
• View a project's transactions associated with invoices.
• View a project's transactions associated with journal entries.
• View a project's transactions associated with orders.
• View a project's transactions associated with purchase orders.
• View a project's transactions associated with vouchers.
• View a project's transactions associated with employees.
• View a project's transactions associated with employee activities.

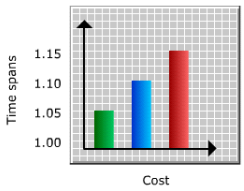
Understanding Project Analysis

Project analysis is the process of analyzing internal or external capital projects to measure actual and budgeted costs. Within PeopleSoft Projects, you will want to periodically assess project data as you accumulate resource transactions. Projects includes a variety of project analysis procedures to help you review and update the project data.

Procedure

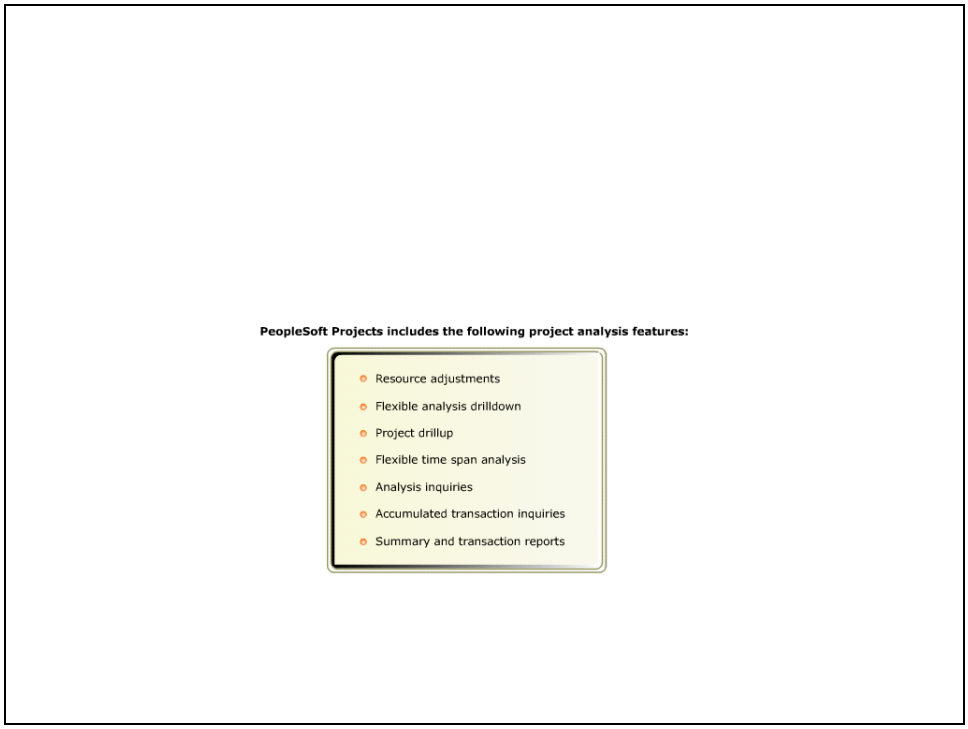


Step	Action
1.	**Flexible Time Spans** Flexible time spans are user-defined periods during which costs can be collected. You can define flexible time spans for any period of time: a single day, a range of days, a quarter, a fiscal year, or even multiple years. Flexible time spans are set up mainly to assist you in analyzing costs.



Step	Action
2.	For example, Crescent Builders Inc. expects some labor and materials costs related to its Dakota Woods home construction project to increase in the next quarter. Its representatives want to know what the cost for this project would have been in the last quarter if the costs had been 5%, 10%, and 15% higher.

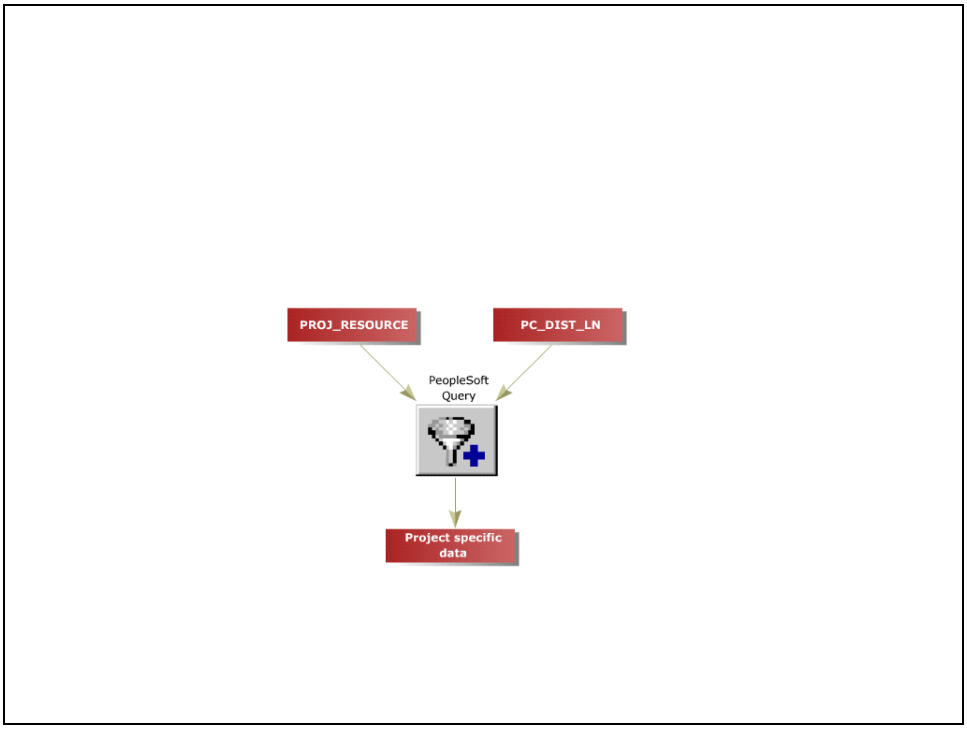
Step	Action
3.	Flexible time spans enable you to examine costs over a long or a short time frame, as required. You can get a quick summary of the total costs for a particular project over a specific period of time.



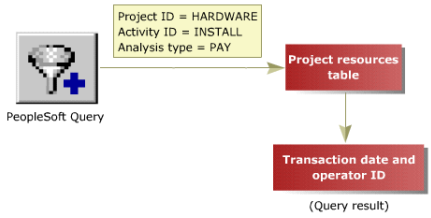
Step	Action
4.	Within the PeopleSoft system, you can analyze project data in two ways: • Online viewing through the procedures in PeopleSoft Project Costing. • Database queries through PeopleSoft Query. Online viewing focuses on the project analysis features in Project Costing. The graphic displayed lists each of the project analysis features. PeopleSoft Project Costing includes a variety of features that enable you to analyze project data. Wherever applicable, you can go back to the PeopleSoft application where a resource transaction originated to view the transaction in greater detail.
5.	The **Resource Adjustment** page enables you to make adjustments to resource transactions after they have been added to an activity. By using the **Resource Adjustment** page you can maintain an audit trail of the changes made.
6.	With flexible analysis drill-down, you can drill down to individual resource transactions for selected analysis groups to review transaction data. For further details, you can drill back to the PeopleSoft application in which the resource transactions originated.
7.	Project drill-up enables you to drill up from resource details to the associated projects and activities. For example, if you know the project in which a transaction resides and you need to locate the activity, you can use project drill-up.
8.	Flexible time span analysis enables you to view actual cost totals for a project within a pre-defined time span.

Step	Action
9.	The **Analysis Inquiry** pages in PeopleSoft Project Costing enable you to view a financial or resource summary for a project, the projected costs to complete a project, under and over budget resources and budget to actual variances.
10.	The **Accumulated Transaction Inquiry** pages in PeopleSoft Project Costing enable you to review costs for a project and activity based on different integration criteria and drill back to the related PeopleSoft application to view the transactions in greater detail.
11.	PeopleSoft Project Costing includes financial and resource summary reports that provide summarized transaction information. Also, a transaction level report produces a list of all resource transactions for a selected project.

Step	Action
12.	**Understanding Analysis Through Query** Although PeopleSoft Projects includes a limited number of reports for project analysis, you can use PeopleSoft Query to view a broad range of project information. Queries can be created to provide information for specific projects, activities, and resources.



Step	Action
13.	Queries help you gather project-related fields and tables to analyze more specific data. Project information typically comes from either the Project Resources (PROJ_RESOURCE) Table or the Project Resource Distribution Lines (PC_DIST_LN) Table.



Step	Action
14.	Consider this example: The Dynamic Design Software Company needs to know the transaction date and operator ID for the operator with project ID equal to HARDWARE, activity ID equal to INSTALL, and analysis type equal to PAY. The result of the query tells the company that the VP1 operator created the transaction on December 15, 2006.

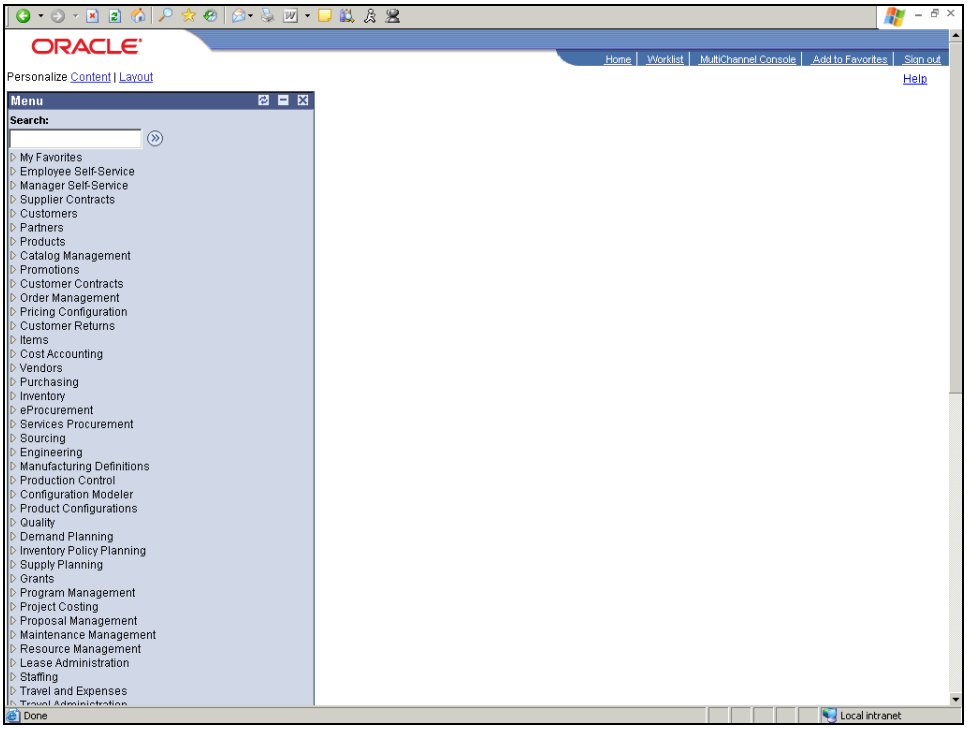
Step	Action
15.	You can use PeopleSoft Query to access detailed project information in a format that suits your specific needs.
16.	In summary, **flexible time spans** enable you to examine costs over as large or as small of a time frame as you find necessary to give you the information you want. You can get a quick summary of the total cost for a particular project over a specific period of time. PeopleSoft Project Costing includes a variety of features that enable you to analyze project data. Where applicable, you can drill back to the PeopleSoft application where a resource transaction originated to view the transaction in greater detail. You can use a query to access detailed project information in a format that suits your particular need. **End of Procedure.**

Viewing Project Costs Summary

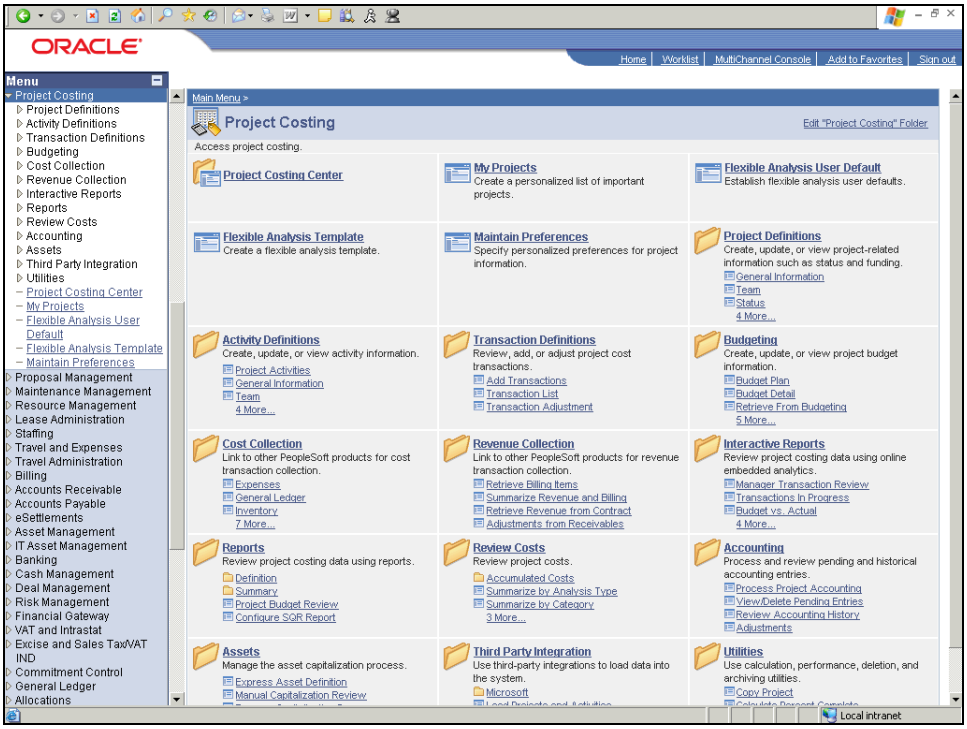
Use the **Project Transaction Summary** page to view a high level summarization of project costs broken down by analysis type and resource type.

In this topic, your goal is to view cost totals by resource for the fiscal year.

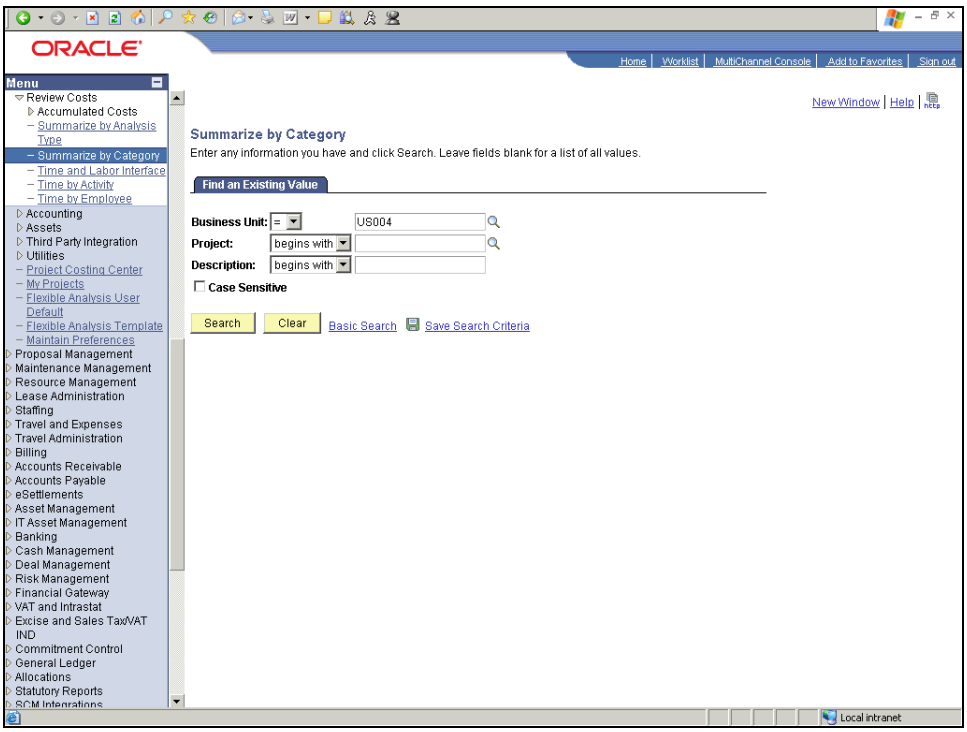
Procedure



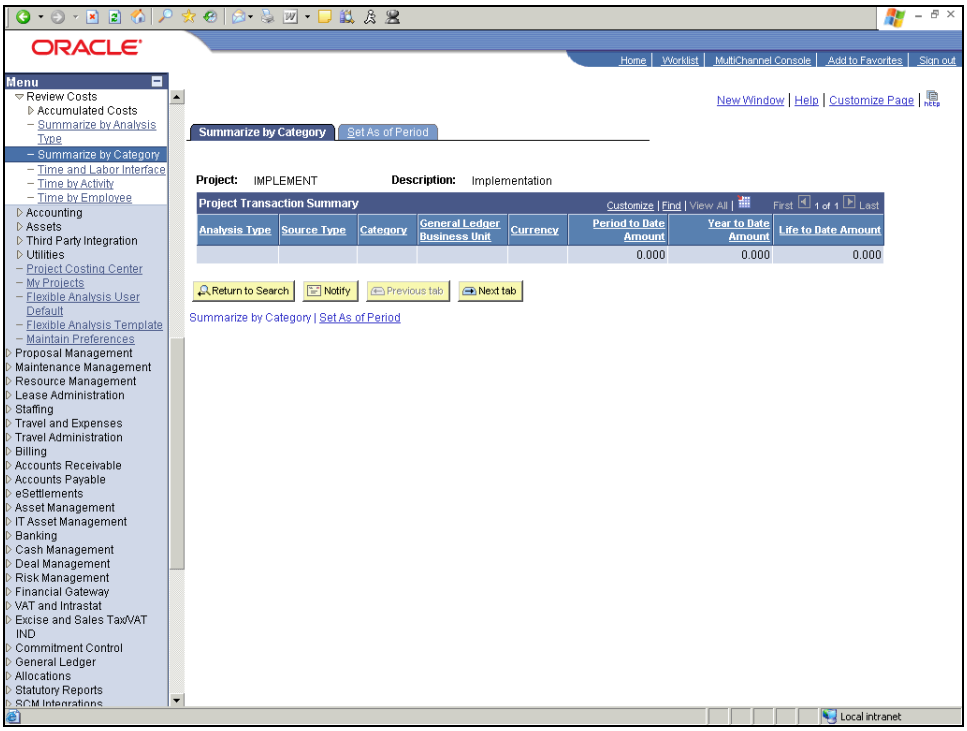
Step	Action
1.	Begin by navigating to the **Set As of Period** page. Click the **Project Costing** link. ▷ Project Costing



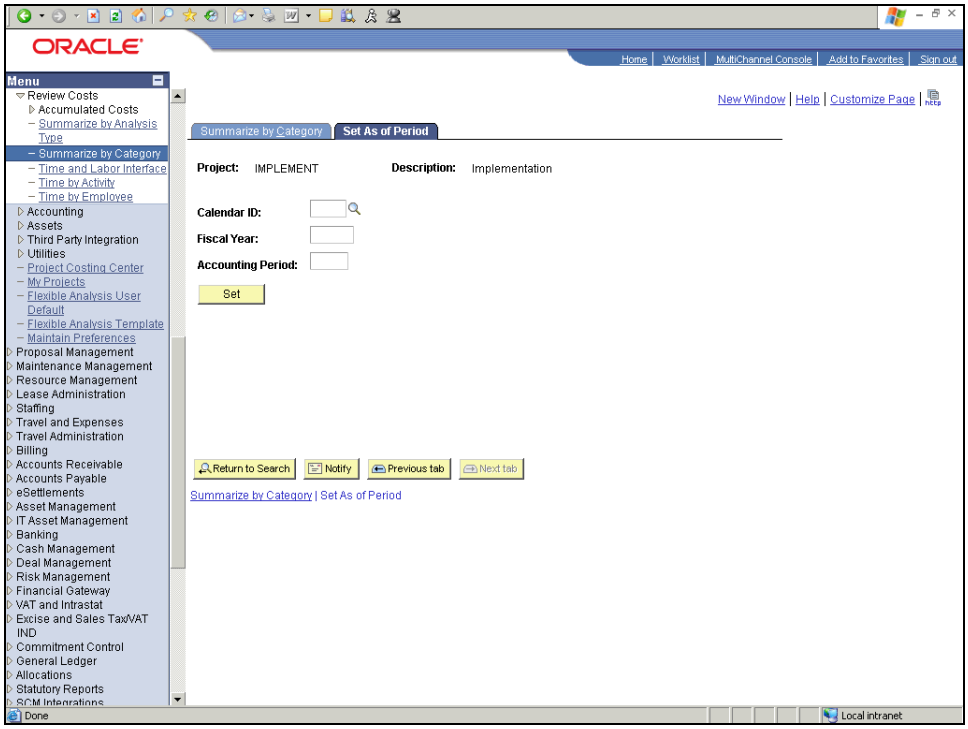
Step	Action
2.	Click the **Summarize by Category** link. Summarize by Category



Step	Action
3.	Click in the **Project** field.
4.	Enter the desired information into the **Project** field. Enter "**IMPLEMENT**".
5.	Click the **Search** button.



Step	Action
6.	Click the **Set As of Period** tab.
7.	You use the **Set As of Period** page to specify a period for analyzing a project's life-to-date costs.



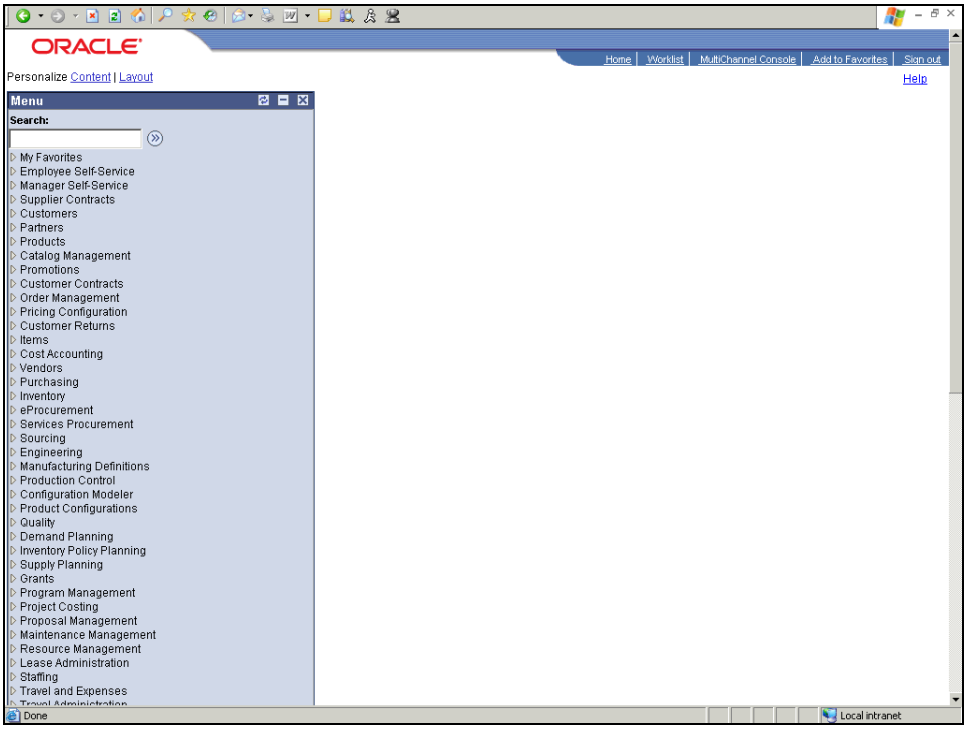
Step	Action
8.	Use the **Calendar ID** field to specify the period code for the data you want to view. Some of the Calendar IDs are: Q1 for Quarterly, A1 for Annual, 01 for Monthly, and D1 for Daily. Enter the desired information into the **Calendar ID** field. Enter "**A1**".
9.	Click in the **Fiscal Year** field.
10.	Enter the desired information into the **Fiscal Year** field. Enter "**2007**".
11.	Click in the **Accounting Period** field.
12.	Enter the desired information into the **Accounting Period** field. Enter "**1**".
13.	Click the **Set** button. Set
14.	Click the **Summarize by Category** tab.
15.	The **Summarize by Category** page is now populated and provides a basic summary of costs by analysis type, source type, and category.
16.	You have successfully viewed a project transaction summary. **End of Procedure.**

Viewing Inventory Costs by Activity

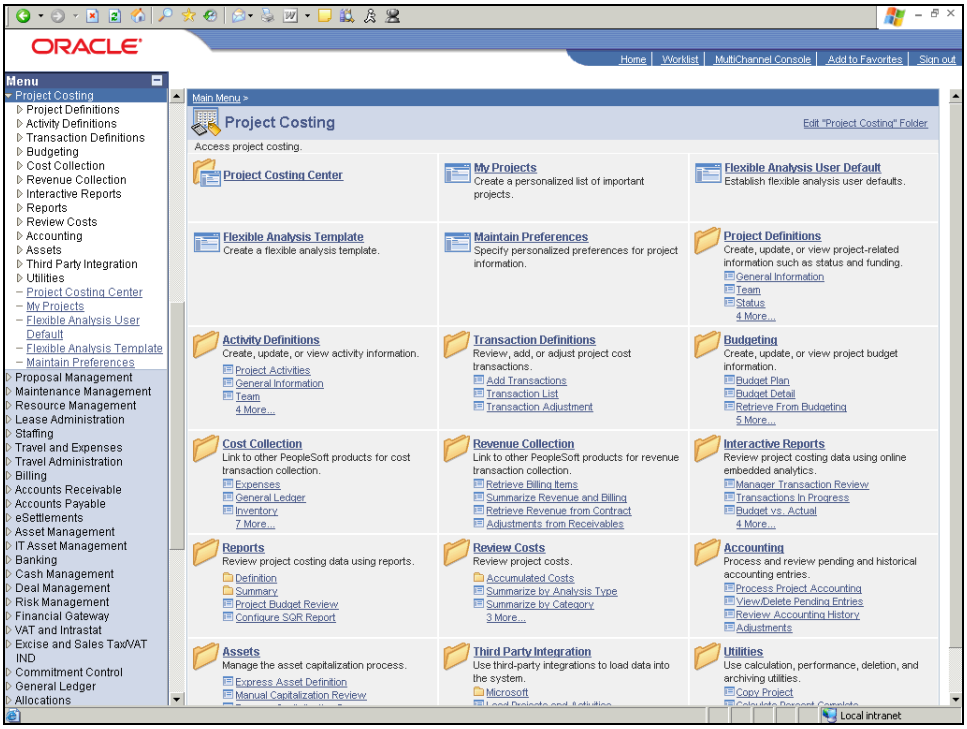
Use the **Inventory by Activity** page to view the resource transactions of a project and activity that contain an inventory item ID.

In this topic, you will view the resource transactions by inventory for project activity.

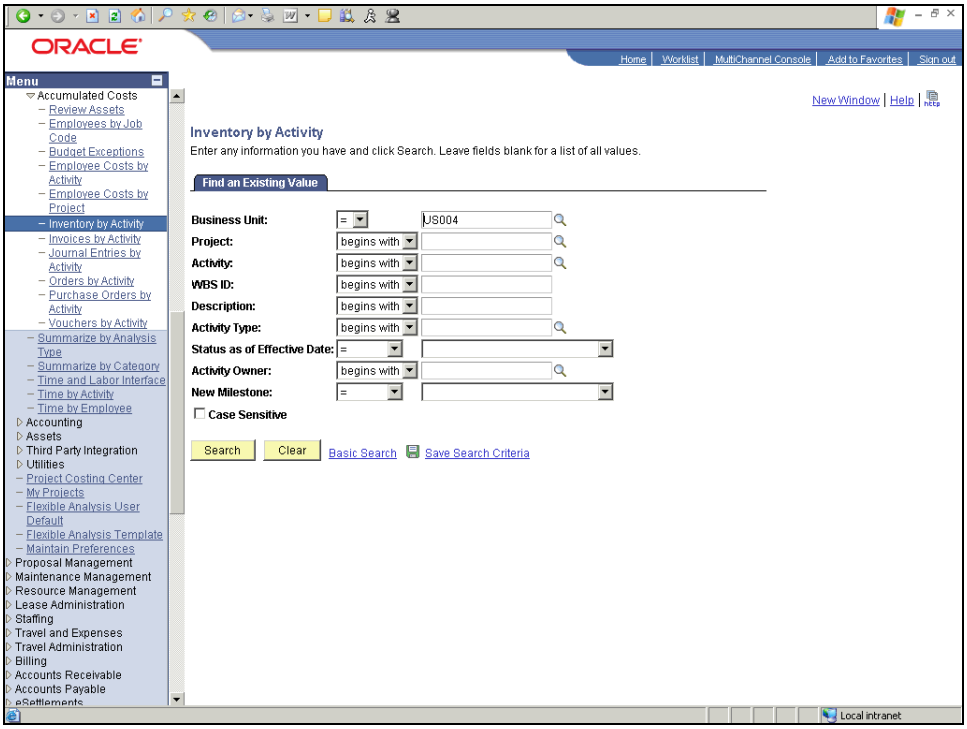
Procedure



Step	Action
1.	Begin by navigating to the **Inventory by Activity** page. Click the **Project Costing** link. ▷ Project Costing



Step	Action
2.	Click the **Review Costs** link.
3.	Click the **Accumulated Costs** link.
4.	Click the **Inventory by Activity** link.



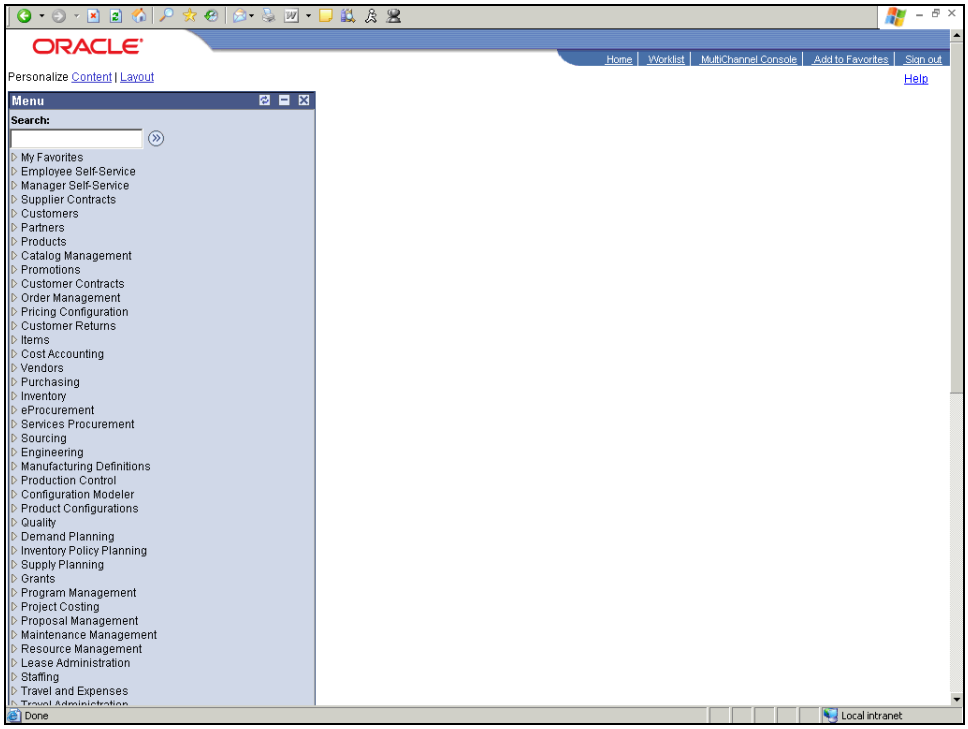
Step	Action
5.	Click in the **Project** field.
6.	Enter the desired information into the **Project** field. Enter "**IMPLEMENT**".
7.	Click in the **Activity** field.
8.	Enter the desired information into the **Activity** field. Enter "**EVALUATE**".
9.	Click the **Search** button. Search
10.	Use the **Inventory by Activity** page to view inventory costs by activity.
11.	You have successfully viewed the resource transactions by inventory for an activity. **End of Procedure.**

Viewing Invoice Costs by Activity

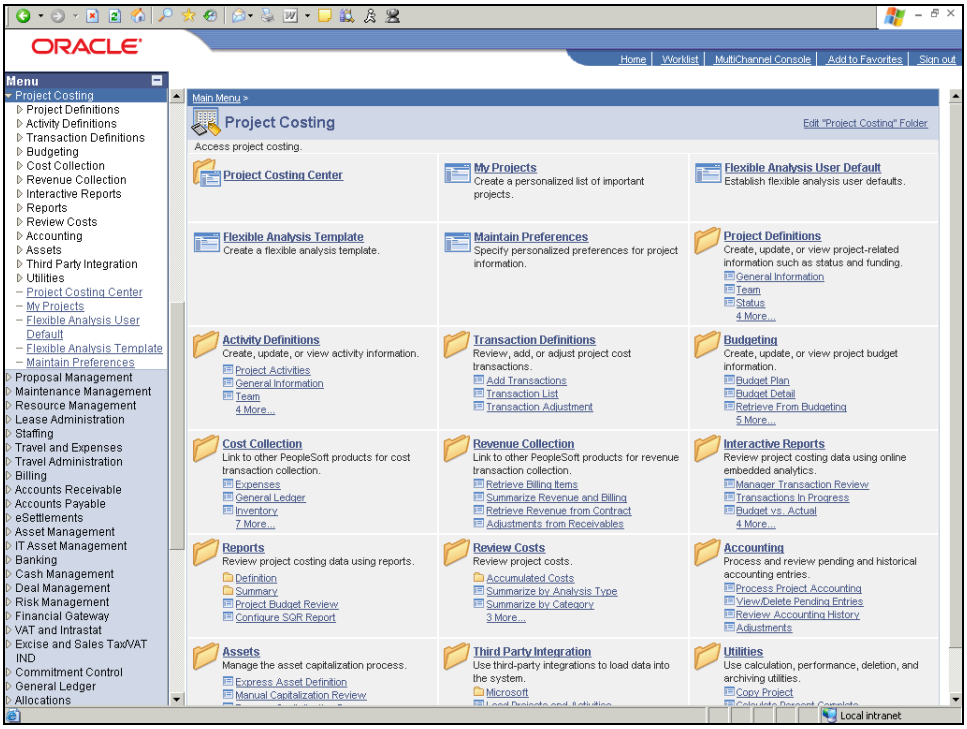
Use the **Invoices by Activity** page to view the resource transactions associated with an activity and an invoice.

In this topic, you will view the resource transactions by invoices associated with an activity.

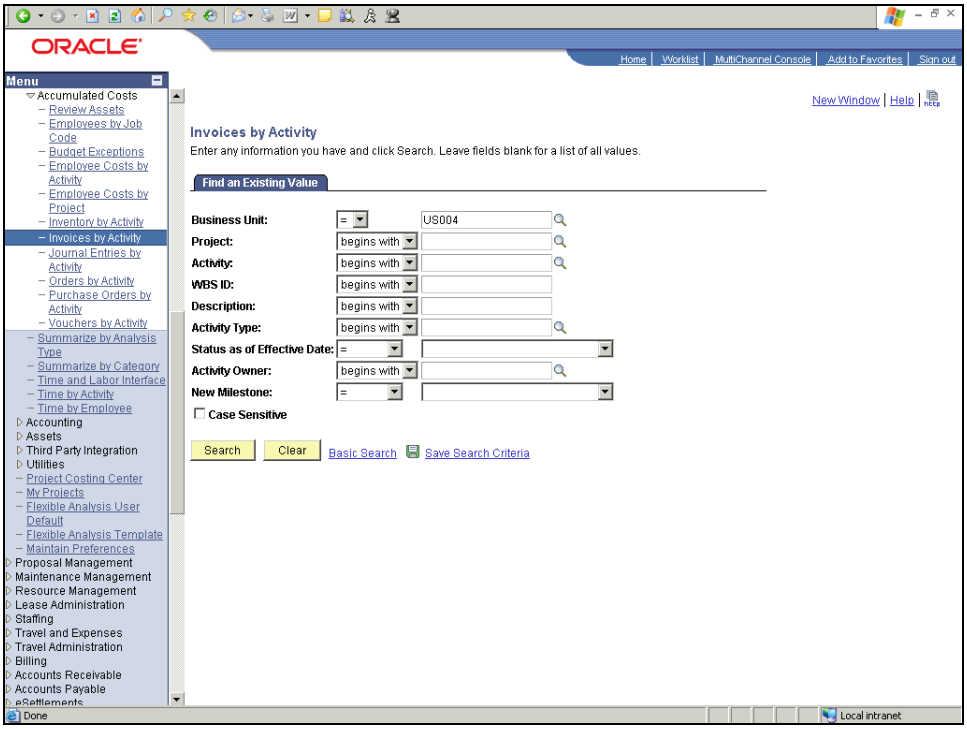
Procedure



Step	Action
1.	Begin by navigating to the **Invoices by Activity** page. Click the **Project Costing** link. ▷ Project Costing



Step	Action
2.	Click the **Review Costs** link.
3.	Click the **Accumulated Costs** link.
4.	Click the **Invoices by Activity** link.



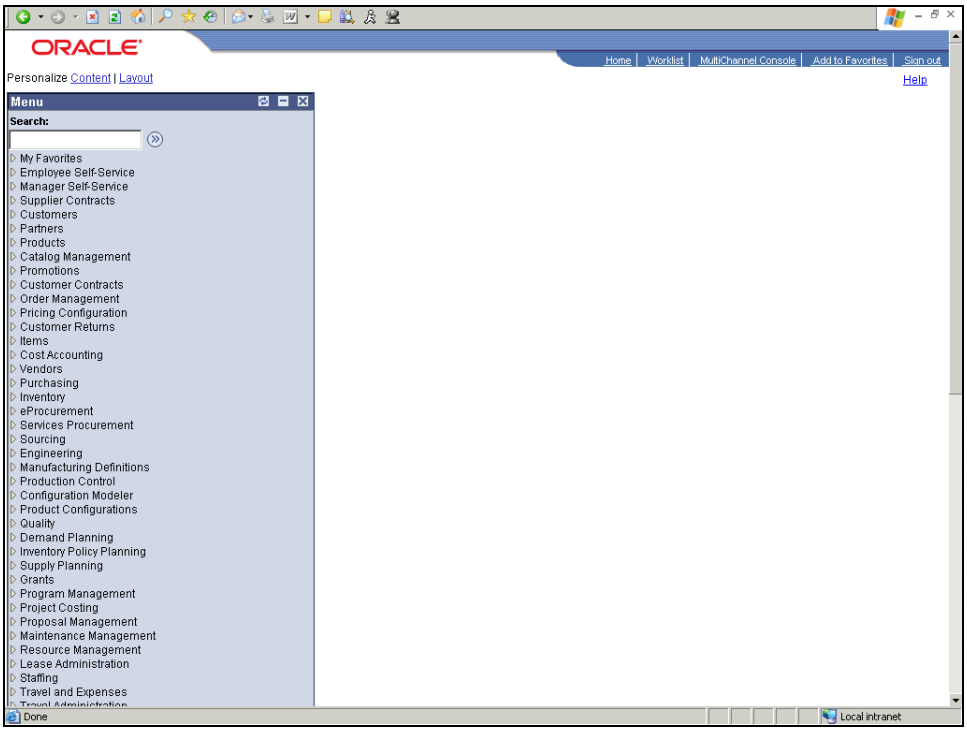
Step	Action
5.	Click in the **Project** field.
6.	Enter the desired information into the **Project** field. Enter "**TRAINING1**".
7.	Click in the **Activity** field.
8.	Enter the desired information into the **Activity** field. Enter "**PCS**".
9.	Click the **Search** button. Search
10.	Use the **Invoices by Activity** page to view invoices that are associated with an activity.
11.	You have successfully viewed the resource transactions associated with an activity and an invoice for the specified project. **End of Procedure.**

Viewing Costs by Journal ID

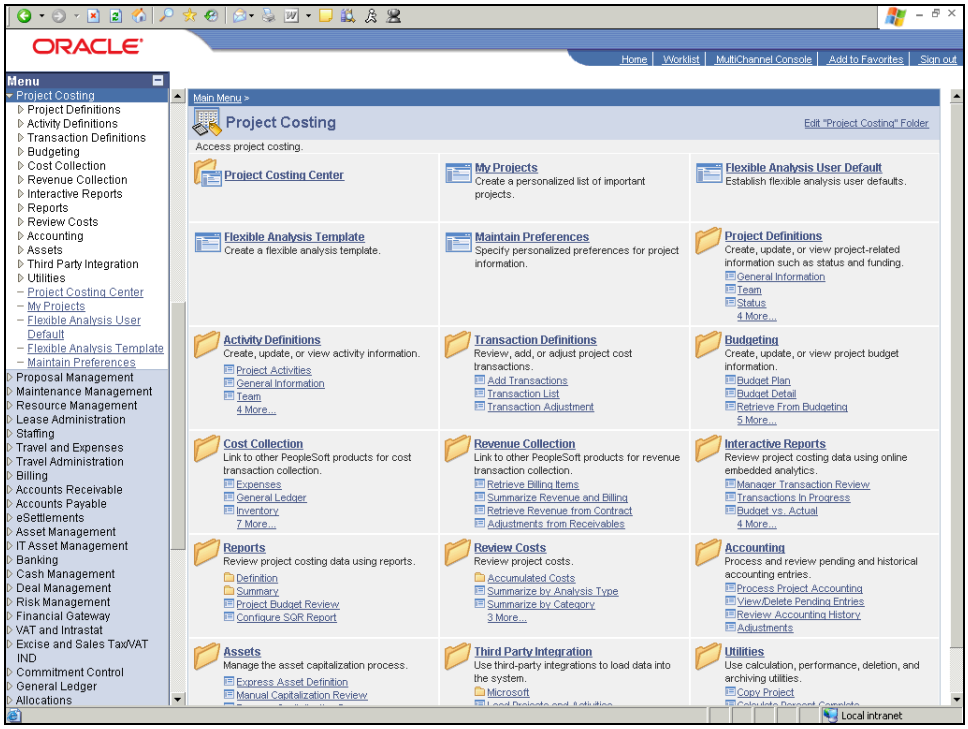
Use the **Journal Entries by Activity** page to view the resource transactions from a specific project and activity that contain a journal ID.

In this topic, you will view the resource transactions by journal IDs associated with a project and an activity.

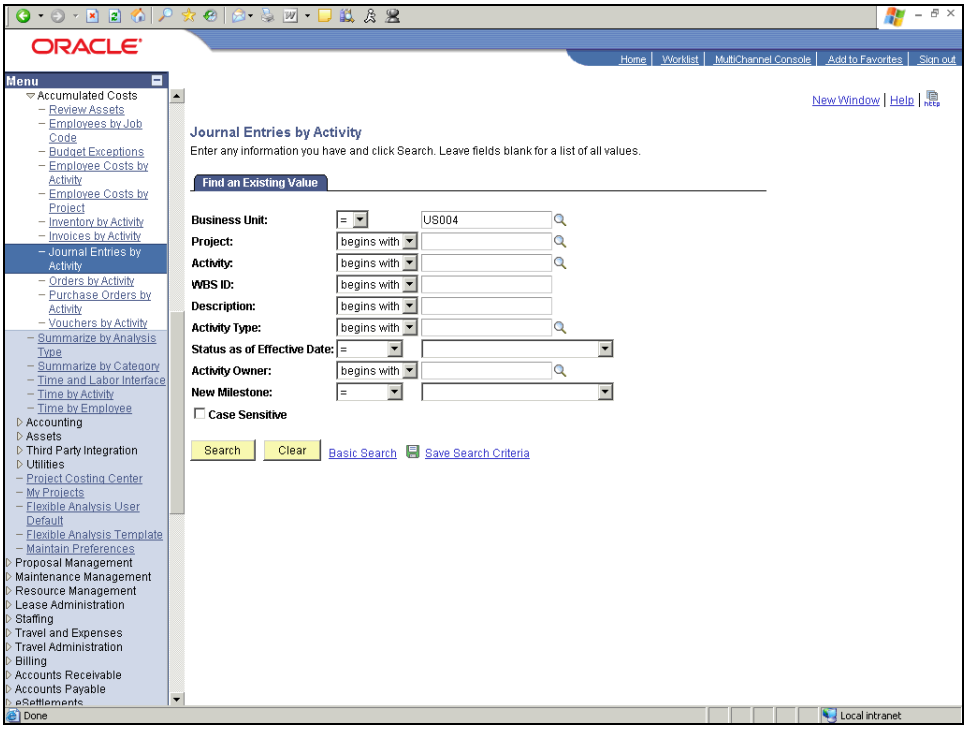
Procedure



Step	Action
1.	Begin by navigating to the **Journal Entries by Activity** page. Click the **Project Costing** link. ▷ Project Costing



Step	Action
2.	Click the **Review Costs** link.
3.	Click the **Accumulated Costs** link.
4.	Click the **Journal Entries by Activity** link.



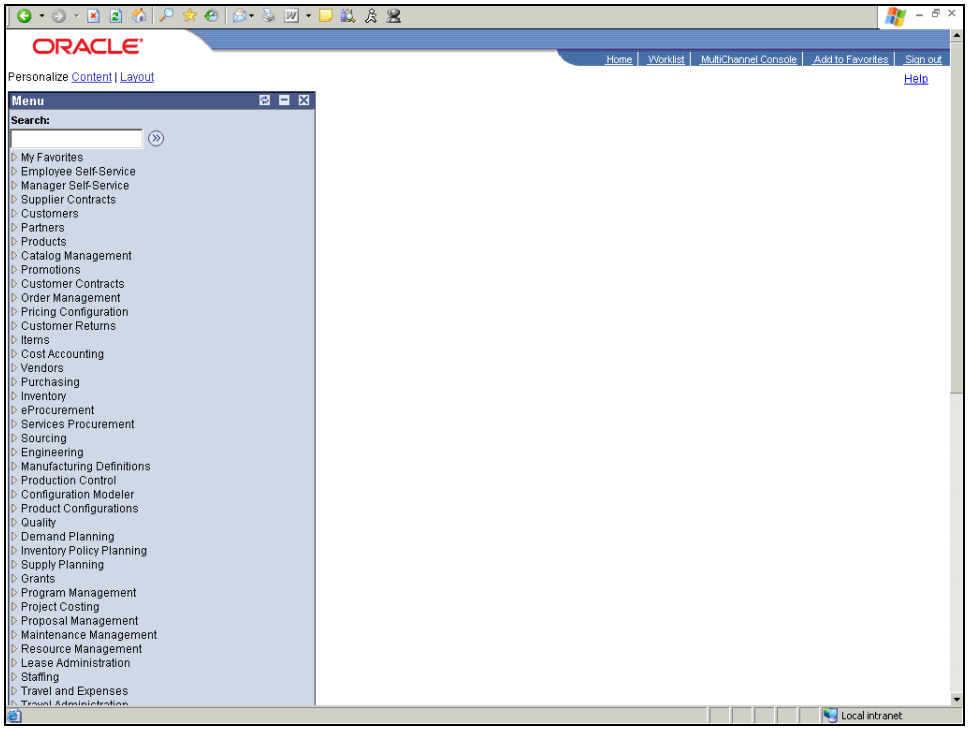
Step	Action
5.	Click in the **Project** field.
6.	Enter the desired information into the **Project** field. Enter "**TRAINING1**".
7.	Click in the **Activity** field.
8.	Enter the desired information into the **Activity** field. Enter "**PCS**".
9.	Click the **Search** button. Search
10.	The **Journal Entries by Activity** page displays the resource transactions by journal IDs.
11.	You have successfully viewed the resource transactions from a specific project and activity that contain a journal ID. **End of Procedure.**

Viewing Costs by Order Number

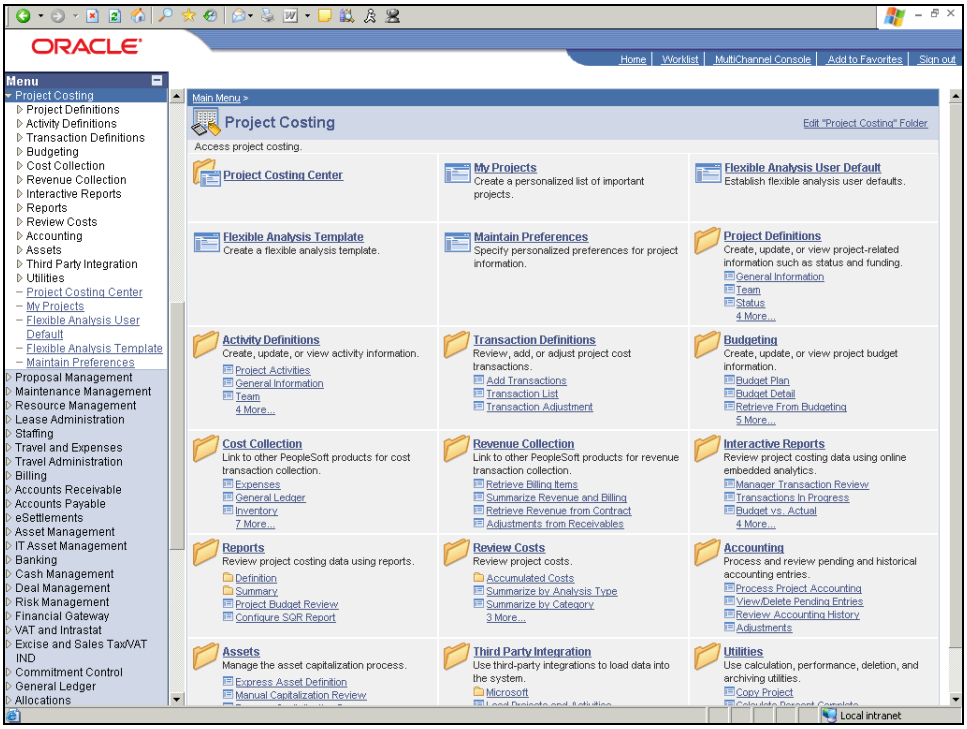
Use the **Orders by Activity** page to view the resource transactions from a specific project and activity that contain an order number.

In this topic, you will view the resource transactions by order numbers associated with a project.

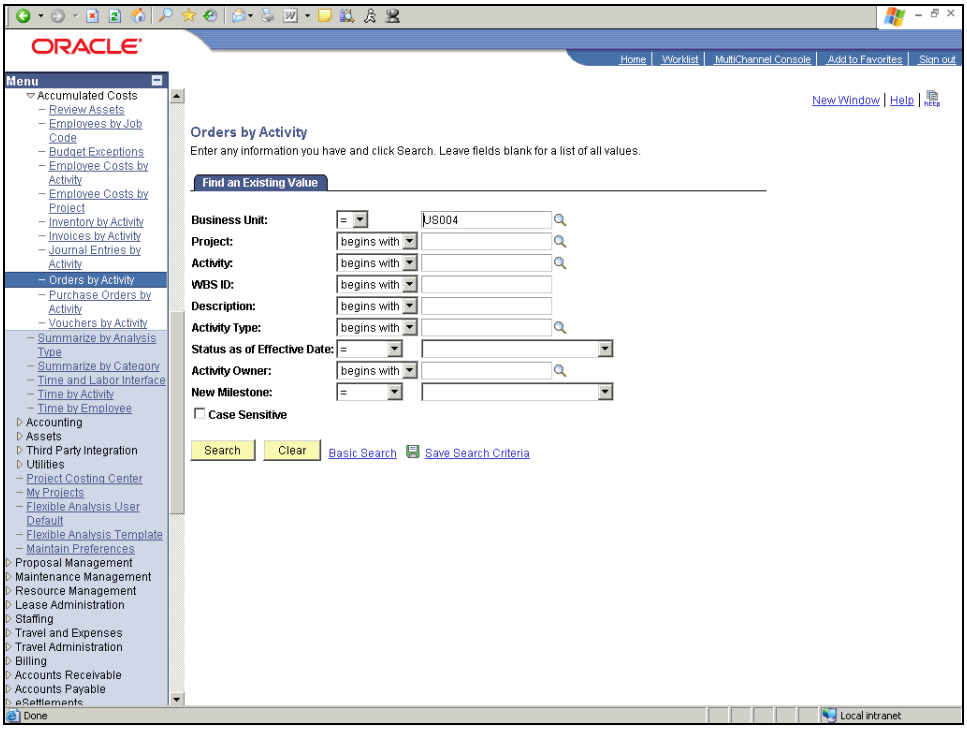
Procedure



Step	Action
1.	Begin by navigating to the **Orders by Activity** page. Click the **Project Costing** link. ▷ Project Costing



Step	Action
2.	Click the **Review Costs** link.
3.	Click the **Accumulated Costs** link.
4.	Click the **Orders by Activity** link.



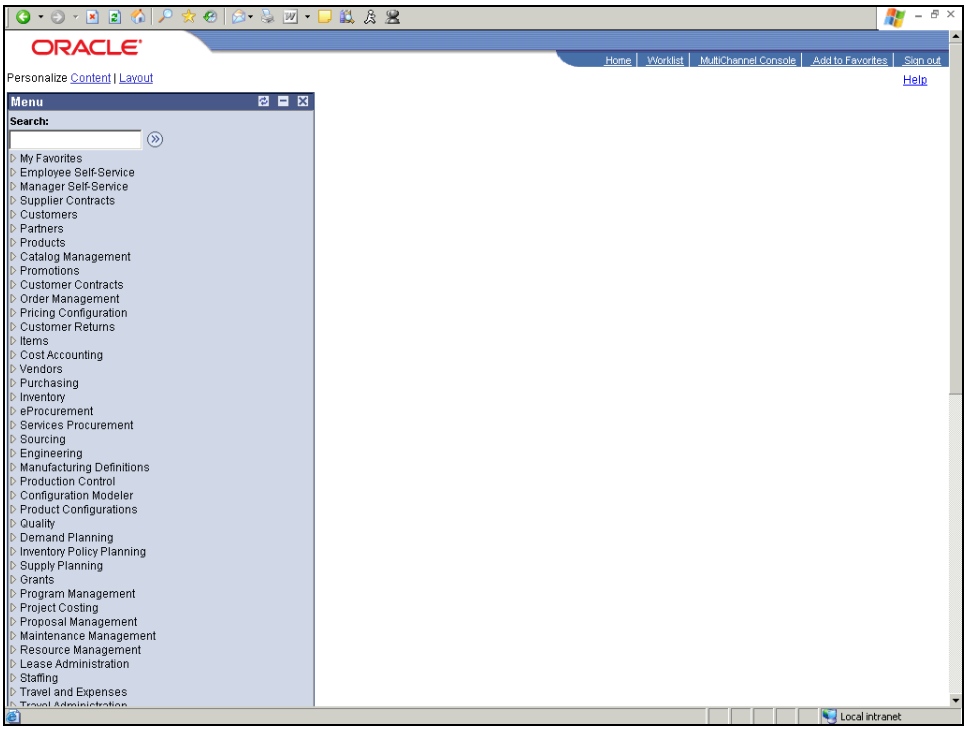
Step	Action
5.	Click in the **Project** field.
6.	Enter the desired information into the **Project** field. Enter "**TRAINING1**".
7.	Click in the **Activity** field.
8.	Enter the desired information into the **Activity** field. Enter "**PCS**".
9.	Click the **Search** button. Search
10.	Use the **Orders by Activity** page to view the resource transactions for the specified project and activity that contain an order number.
11.	You have successfully viewed resource transactions from a specific project and activity that contain an order number. **End of Procedure.**

Viewing Costs by Purchase Order

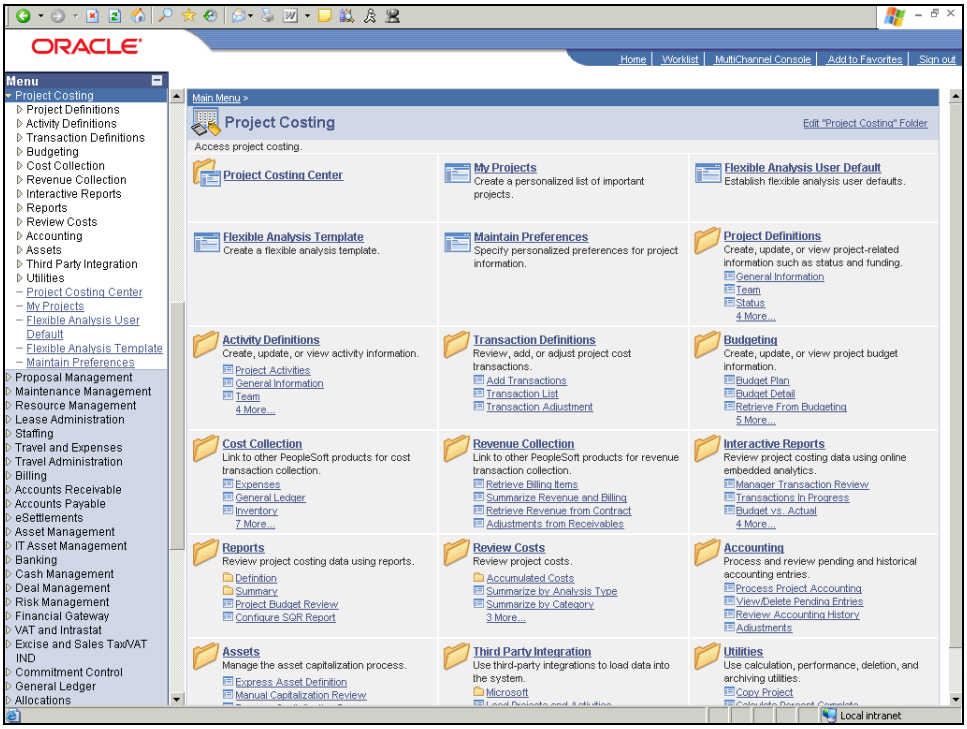
Use the **Purchase Orders by Activity** page to view the resource transactions of a project and activity that contain a purchase order number.

in this topic, you will view the resource transactions by purchase orders for an activity.

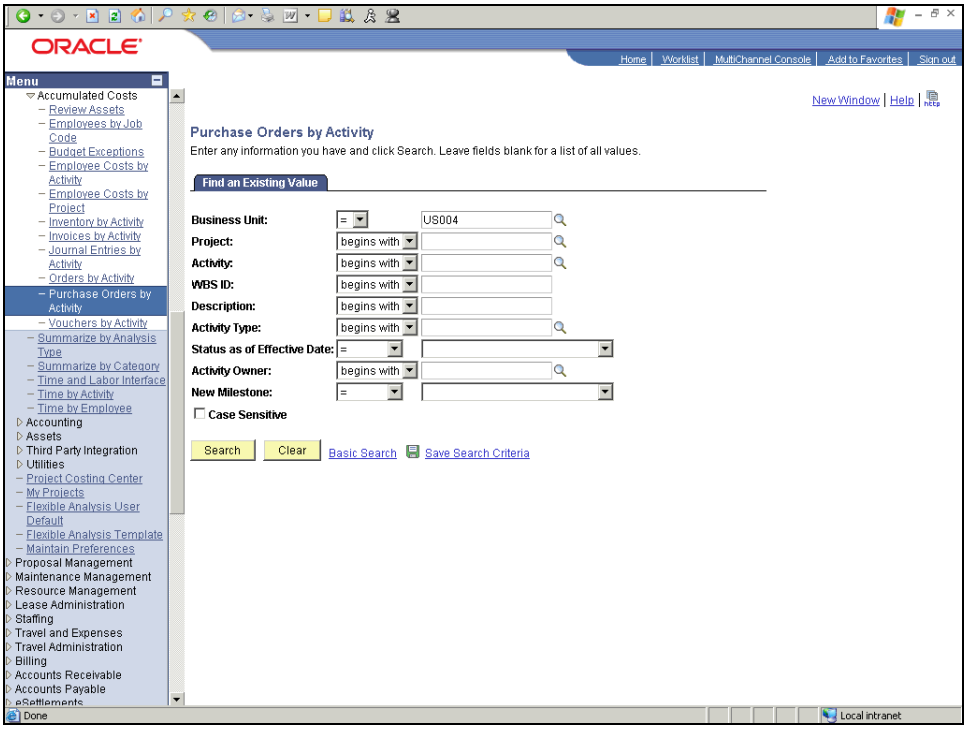
Procedure



Step	Action
1.	Begin by navigating to the **Purchase Orders by Activity** page. Click the **Project Costing** link. ▷ Project Costing



Step	Action
2.	Click the **Review Costs** link.
3.	Click the **Accumulated Costs** link.
4.	Click the **Purchase Orders by Activity** link.



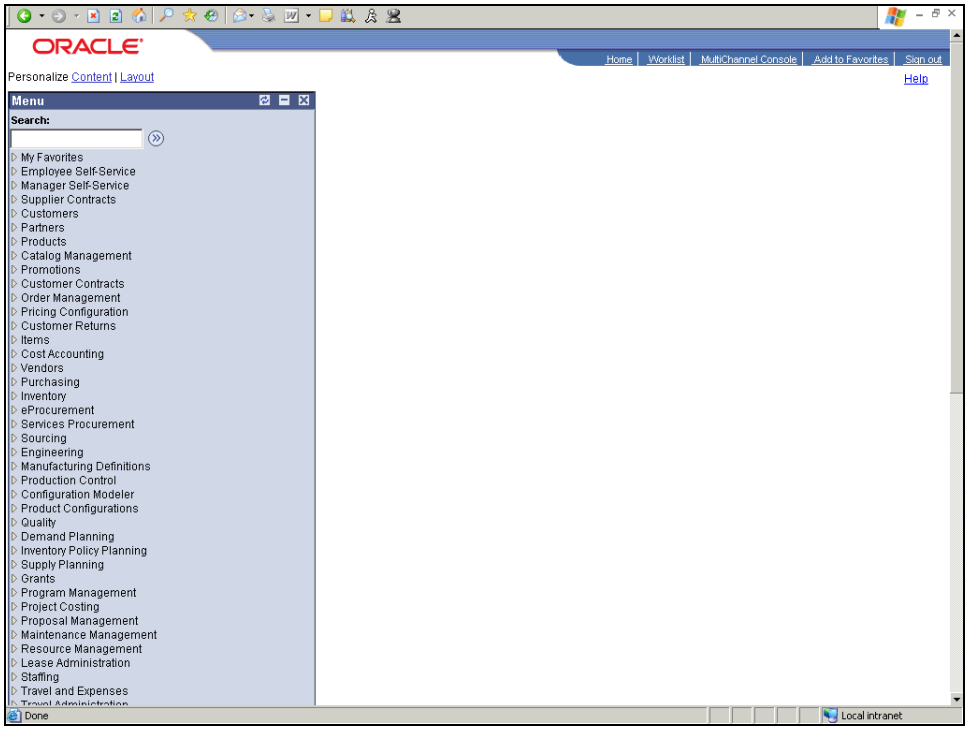
Step	Action
5.	Click in the **Project** field.
6.	Enter the desired information into the **Project** field. Enter "**IMPLEMENT**".
7.	Click in the **Activity** field.
8.	Enter the desired information into the **Activity** field. Enter "**EVALUATE**".
9.	Click the **Search** button. Search
10.	Use the **Purchase Orders by Activity** page to view resource transactions by purchase orders for the specified project and activity.
11.	You have successfully viewed the resource transactions by purchase orders for a specified project and activity. **End of Procedure.**

Viewing Costs by Voucher ID

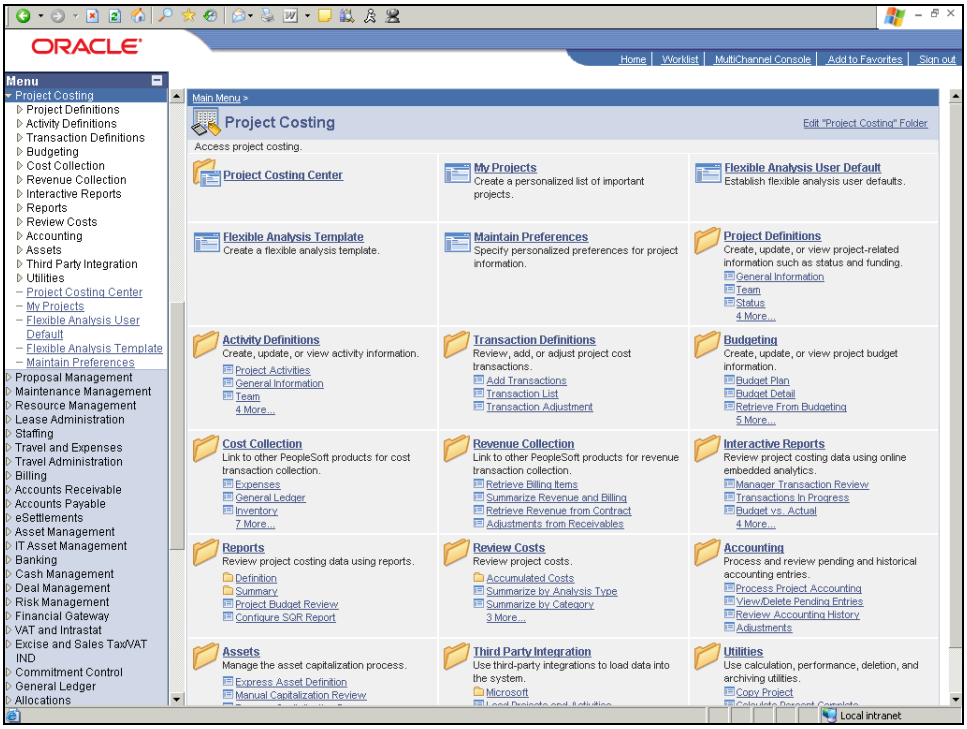
Use the **Vouchers by Activity** page to view the resource transactions from a specific project and activity that contain a voucher ID.

In this topic, you will view the resource transactions by voucher IDs associated with a project.

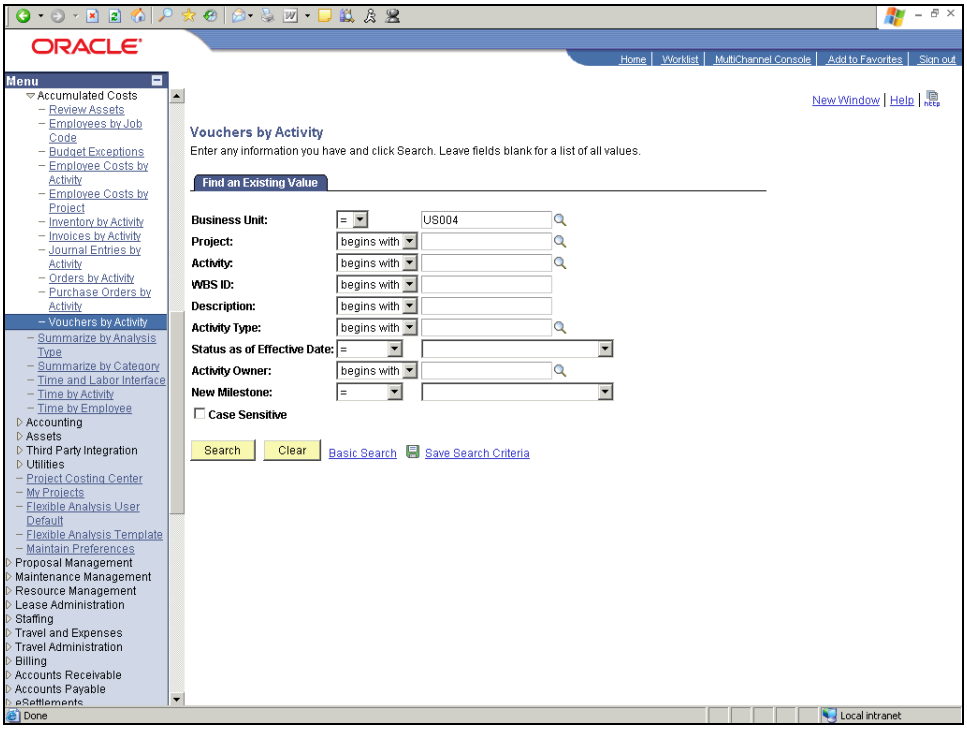
Procedure



Step	Action
1.	Begin by navigating to the **Vouchers by Activity** page. Click the **Project Costing** link. ▷ Project Costing



Step	Action
2.	Click the **Review Costs** link.
3.	Click the **Accumulated Costs** link.
4.	Click the **Vouchers by Activity** link.



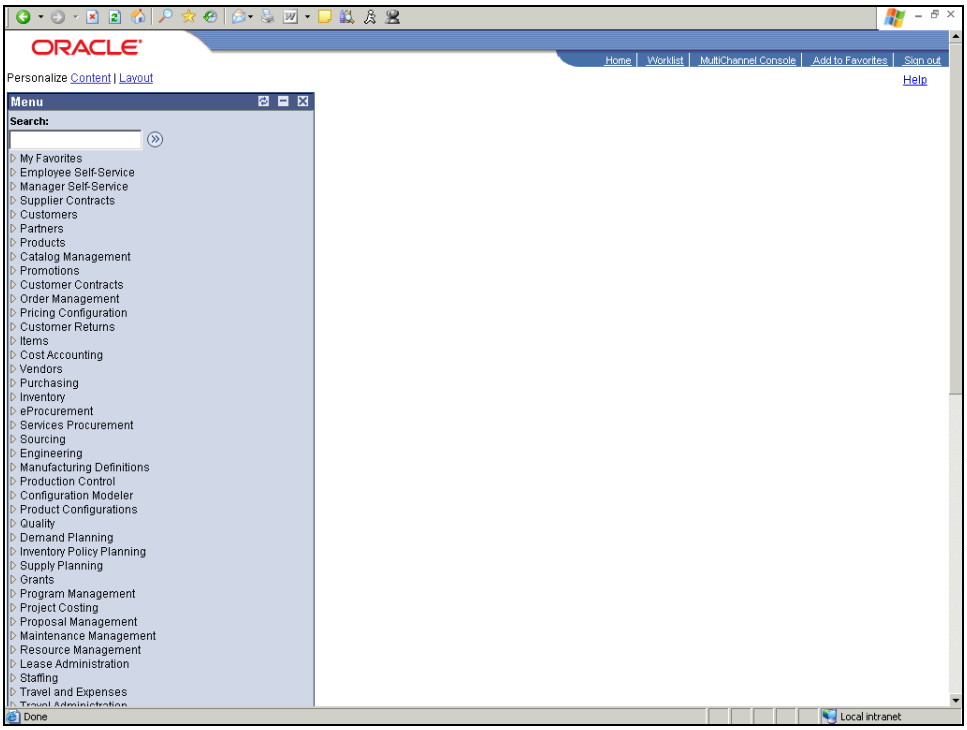
Step	Action
5.	Click in the **Project** field.
6.	Enter the desired information into the **Project** field. Enter "**TRAINING1**".
7.	Click in the **Activity** field.
8.	Enter the desired information into the **Activity** field. Enter "**PCS**".
9.	Click the **Search** button. Search
10.	Use the **Vouchers by Activity** page to view the resource transactions from a specific project and activity that contain a voucher ID.
11.	You have successfully viewed resource transactions for a specific project and activity that contain a voucher ID. **End of Procedure.**

Viewing Costs by Employee

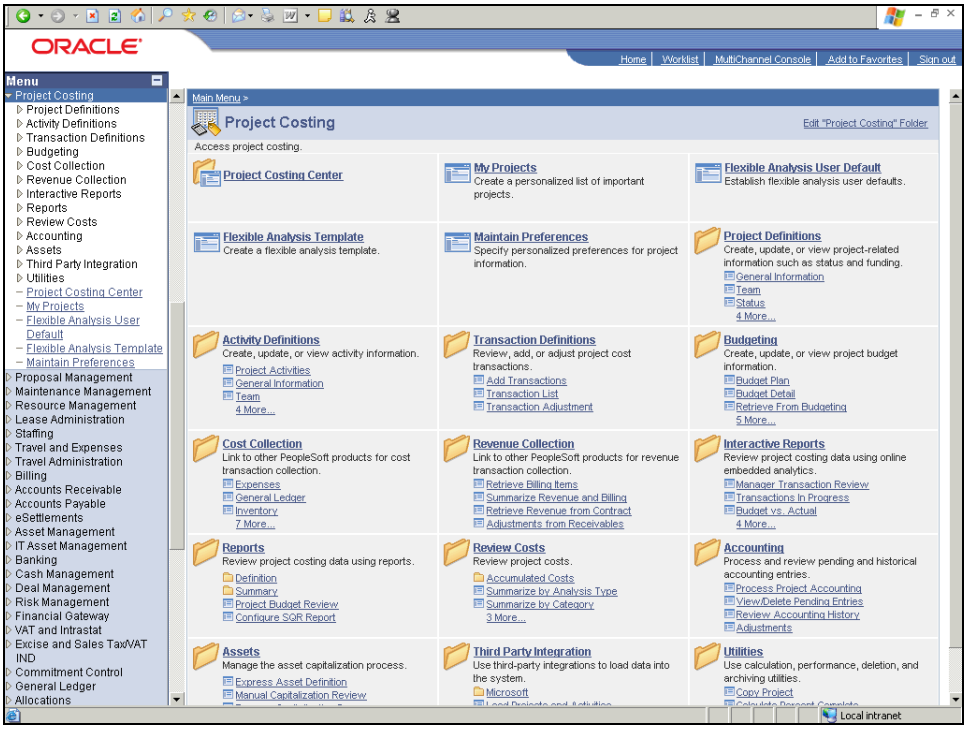
Use the **Employee Costs by Project** page to view resource transactions for a project that contain an employee ID.

In this topic, you will view employee costs for a project.

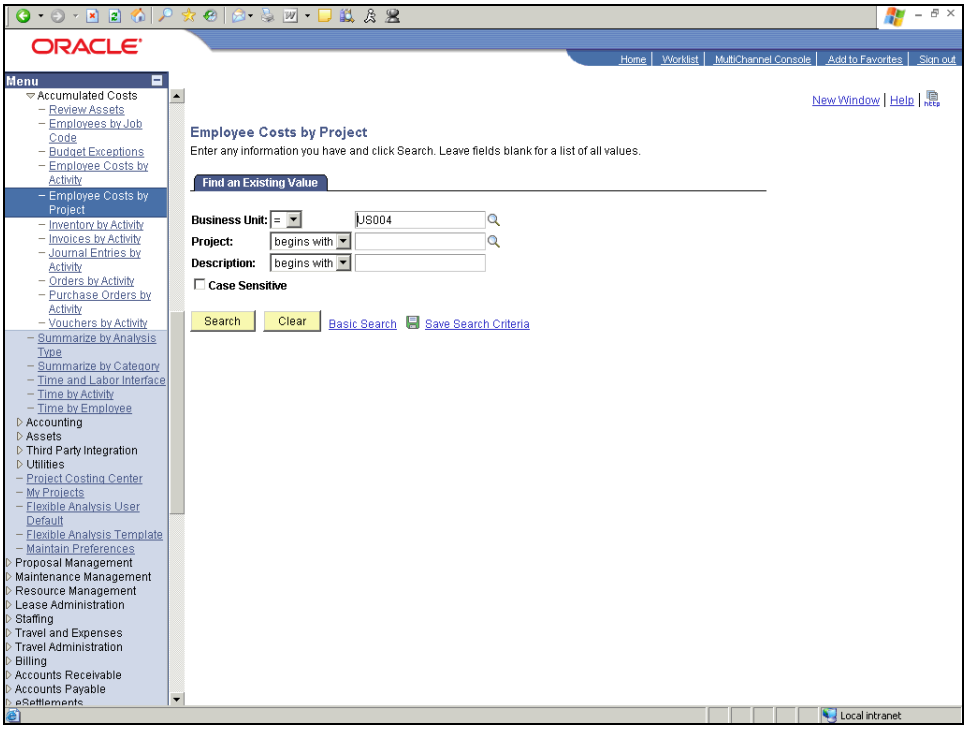
Procedure



Step	Action
1.	Begin by navigating to the **Employee Costs by Project** page. Click the **Project Costing** link. ▷ Project Costing



Step	Action
2.	Click the **Review Costs** link.
3.	Click the **Accumulated Costs** link.
4.	Click the **Employee Costs by Project** link.



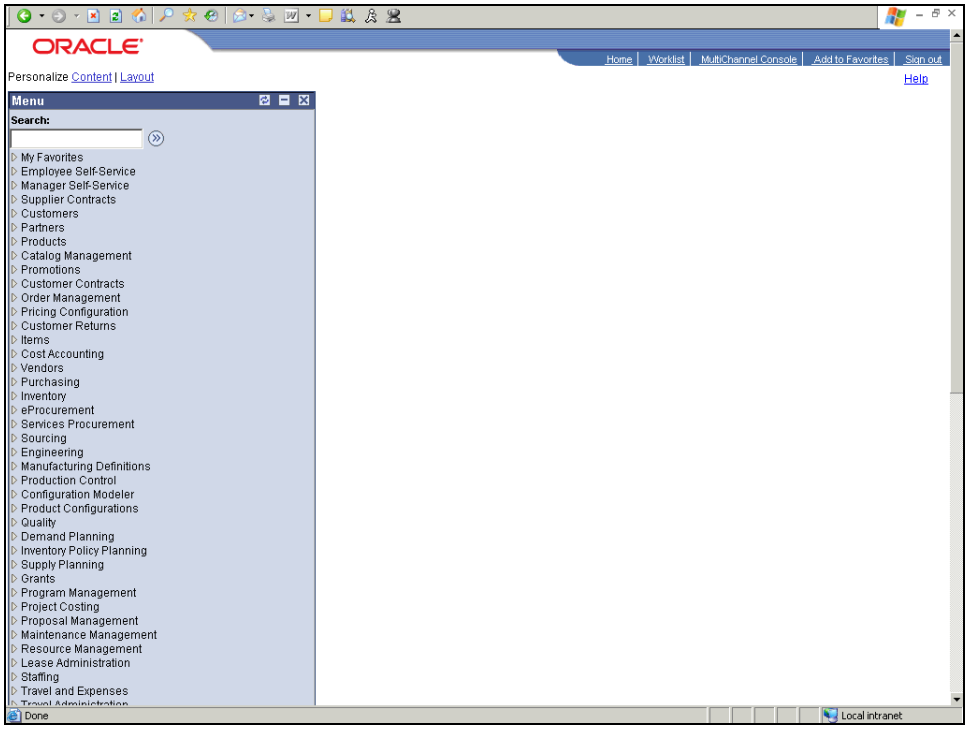
Step	Action
5.	Click in the **Project** field.
6.	Enter the desired information into the **Project** field. Enter "**IMPLEMENT**".
7.	Click the **Search** button. Search
8.	Use the **Employee Costs by Project** page to view resource transactions for a project that contain an employee ID.
9.	You have successfully viewed the employee costs for a project. **End of Procedure.**

Viewing Employee Costs by Activity

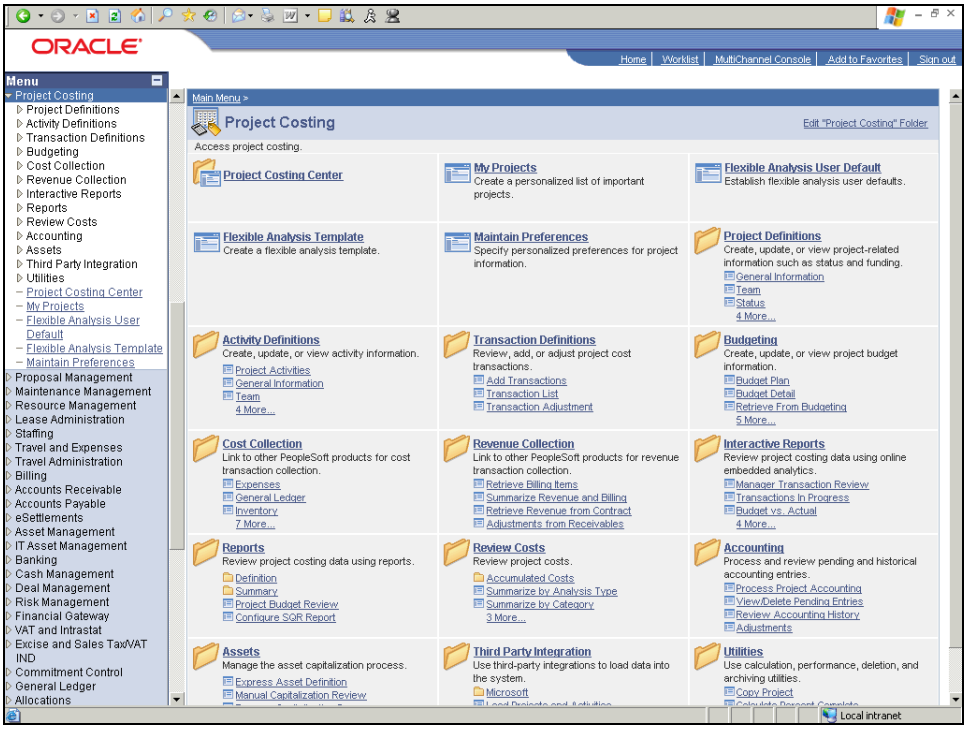
Use the **Employee Costs by Activity** page to view resource transactions for activities that contain employee IDs.

In this example, you will view the employee costs for a project.

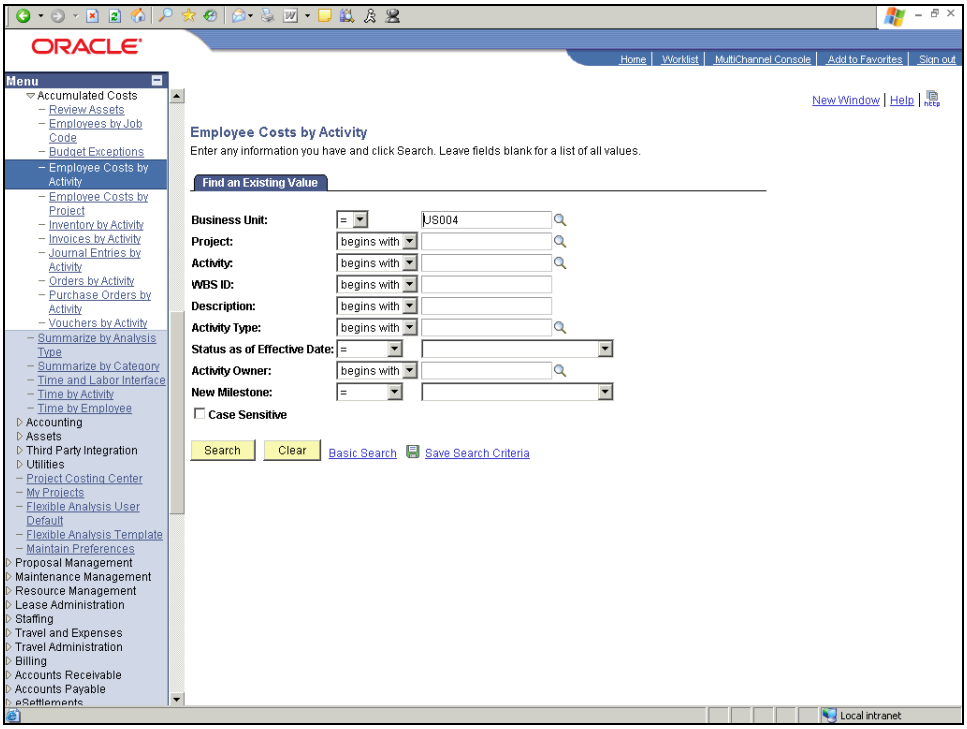
Procedure



Step	Action
1.	Begin by navigating to the **Employee Costs by Activity** page. Click the **Project Costing** link. ▷ Project Costing



Step	Action
2.	Click the **Review Costs** link.
3.	Click the **Accumulated Costs** link.
4.	Click the **Employee Costs by Activity** link.



Step	Action
5.	Click in the **Project** field.
6.	Enter the desired information into the **Project** field. Enter "**IMPLEMENT**".
7.	Click in the **Activity** field.
8.	Enter the desired information into the **Activity** field. Enter "**EVALUATE**".
9.	Click the **Search** button. Search
10.	Use the **Employee Costs by Activity** page to view resource transactions for activities that contain employee IDs.
11.	You have successfully viewed the employee costs for the specified activity. **End of Procedure.**

Managing Resource Transactions

PeopleSoft Project Costing provides the means to efficiently manage resource transactions for your projects.

Upon successful completion of this lesson, you will be able to:
- Create a resource transaction.
- Adjust an existing resource transaction.
- Enter status control options.
- Enter currency codes.

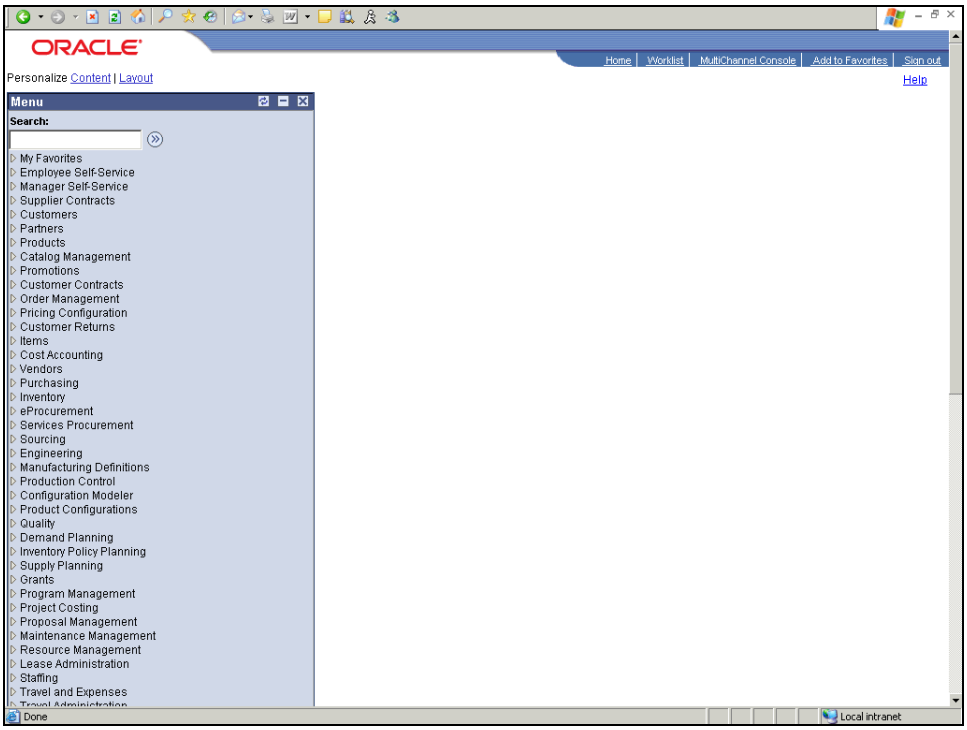
- Enter currency codes for common European currencies.
- Enter currency quotation methods.
- Use the currency exchange calculator.
- Enter period calculation factors.
- Define interest calculations.

Creating Resource Transactions

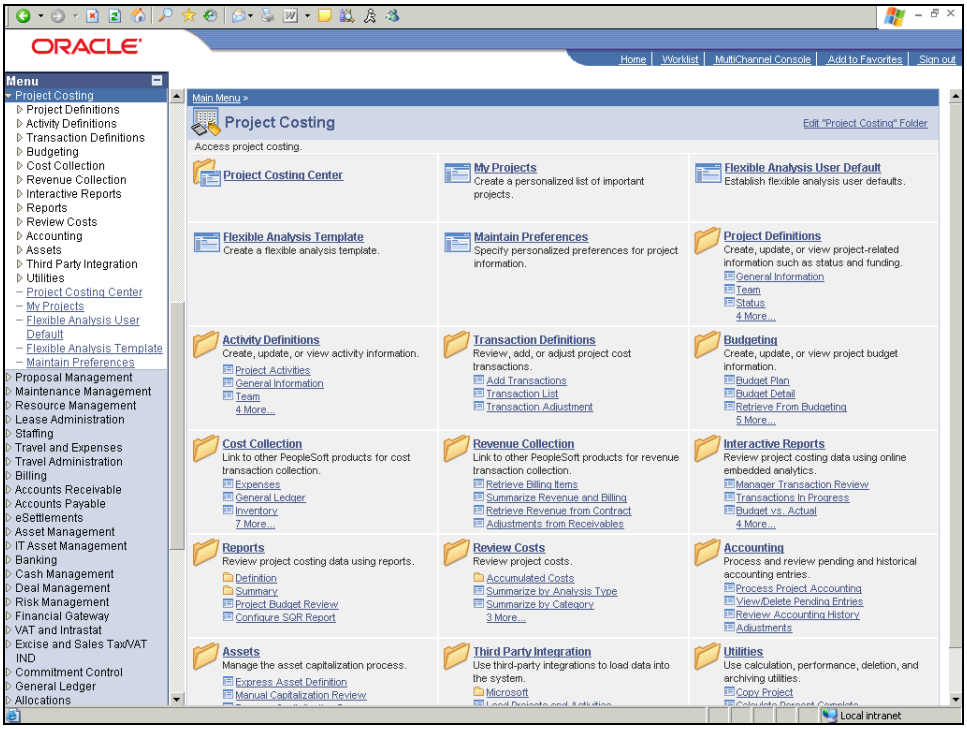
You can create resource transactions from the employee time sheets that have been entered in PeopleSoft.

In this topic, you will run the process to create resource transactions from the employee time sheets.

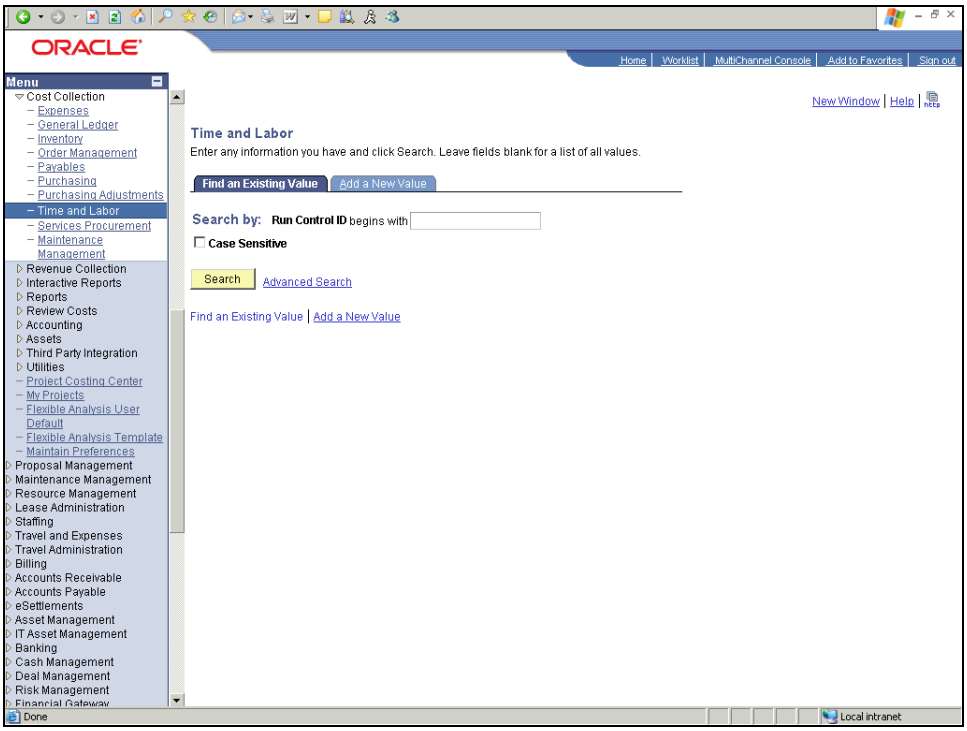
Procedure



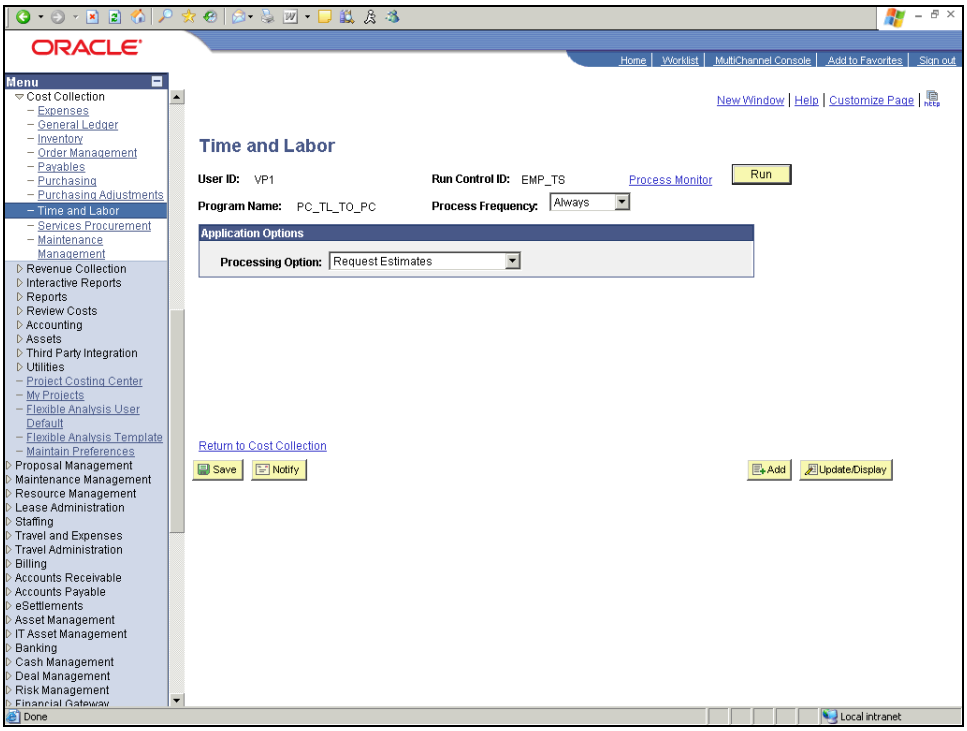
Step	Action
1.	Begin by navigating to the **Time and Labor** page. Click the **Project Costing** link. ▷ Project Costing



Step	Action
2.	Click the **Cost Collection** link.
3.	Click the **Time and Labor** link.

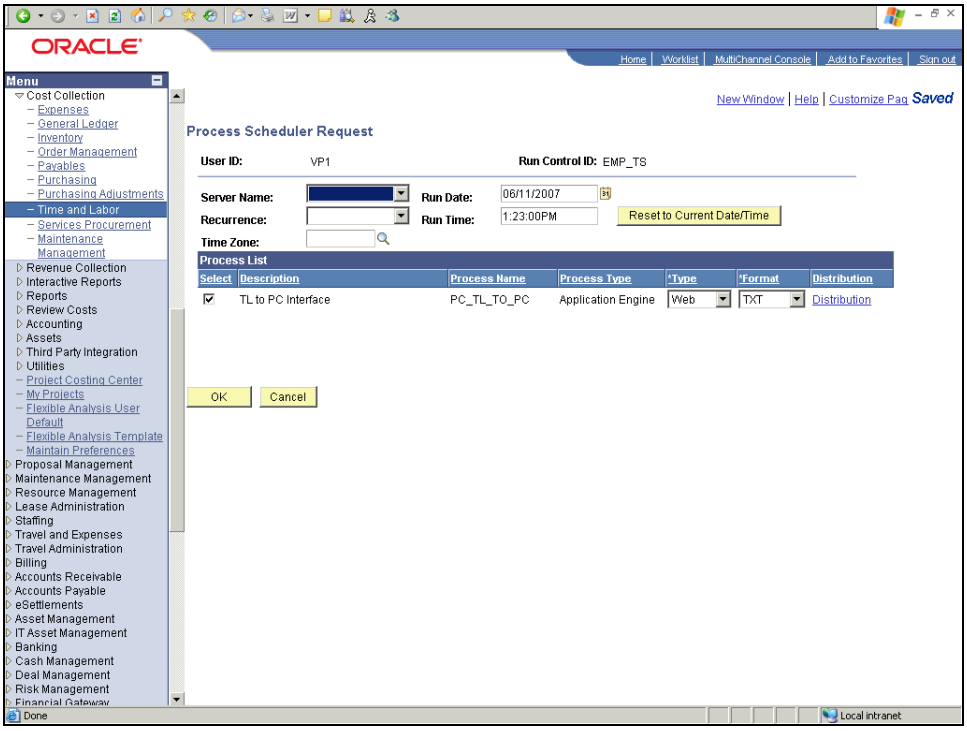


Step	Action
4.	You can run this process by searching for an existing Run Control ID or you can add a new value. Creating a Run Control ID that is relevant to the process may help you remember it for future use. Click the **Add a New Value** tab.
5.	A **Run Control ID** is an identifier that, when paired with your User ID, uniquely identifies the process you are running. The Run Control ID defines parameters that are used when a process is run. This ensures that when a process runs in the background, the system does not prompt you for additional values. Enter the desired information into the **Run Control ID** field. Enter "**EMP_TS**".
6.	Click the **Add** button. Add
7.	Use the **Time and Labor** page to enter the request parameters. These parameters will be used to define the processing rules and data to be included when the process is run.



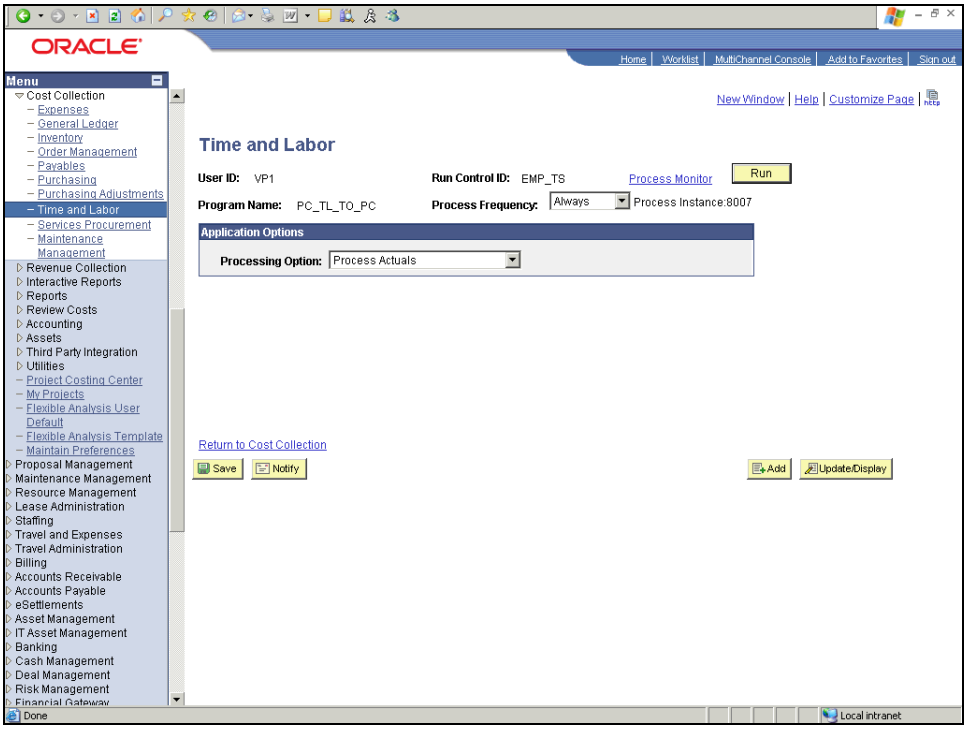
Step	Action
8.	Click the **Processing Option** list. Request Estimates

Step	Action
9.	Click the **Process Actuals** list item. Process Actuals
10.	Click the **Run** button. Run
11.	Use the **Process Scheduler Request** page to enter or update parameters, such as server name and process output format.

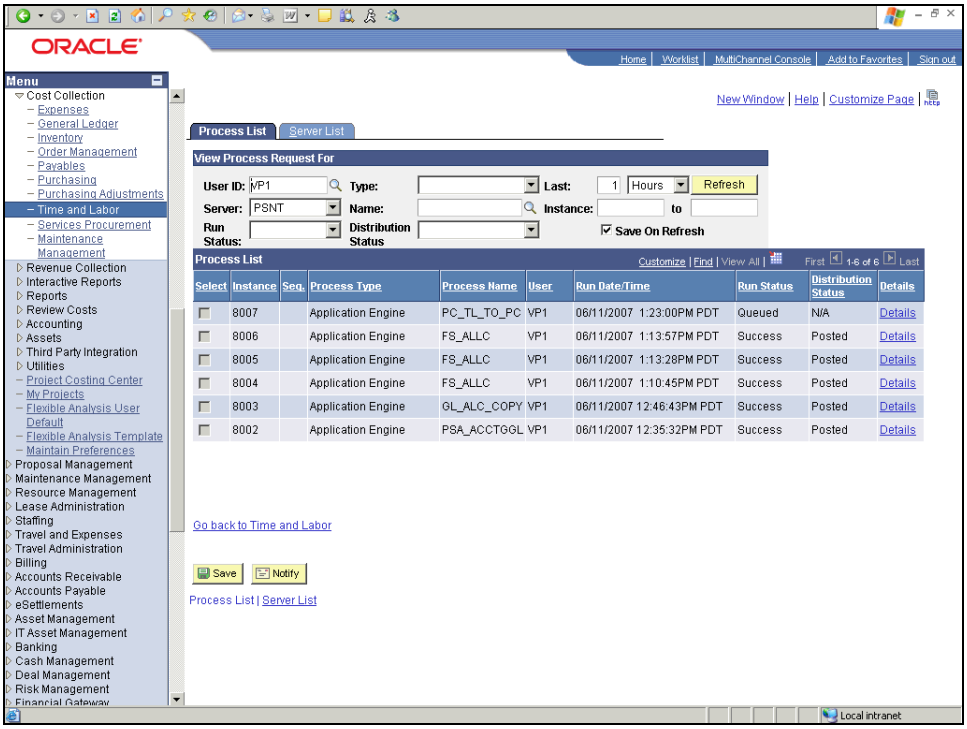


Step	Action
12.	You must select a **Server Name** to identify the server on which the process will run. If you use the same Run Control ID for subsequent processes, the server name that you last used will default in this field. Click the **Server Name** list.
13.	Click the **PSNT** list item. PSNT
14.	Use the **Type** field to select the type of output you want to generate for this job. Your four choices are File, Printer, Email, or Web.
15.	Use the **Format** field to define the output format for the report. The values are dependent upon the Process Type you have selected. In this example, the default value is TXT.

Step	Action
16.	Click the **OK** button. OK
17.	Notice the **Process Instance** number appears. This number helps you identify the process you have run when you check the status.



Step	Action
18.	Click the **Process Monitor** link. Process Monitor
19.	Use the **Process List** page to view the status of submitted process requests.



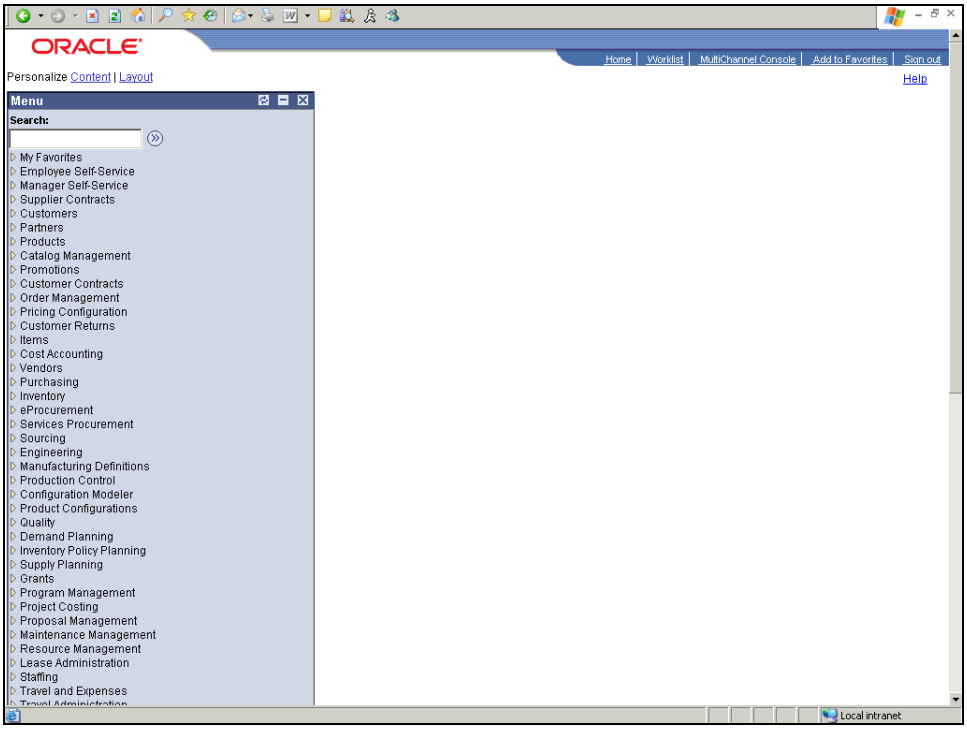
Step	Action
20.	The current status of the process is Queued. The process is finished when the status is Success. Continue to click the **Refresh** button until the status is Success. Click the **Refresh** button. Refresh
21.	The status is now Success.
22.	You have successfully run the process to create resource transactions from the employee time sheets. **End of Procedure.**

Adjusting a Resource Transaction

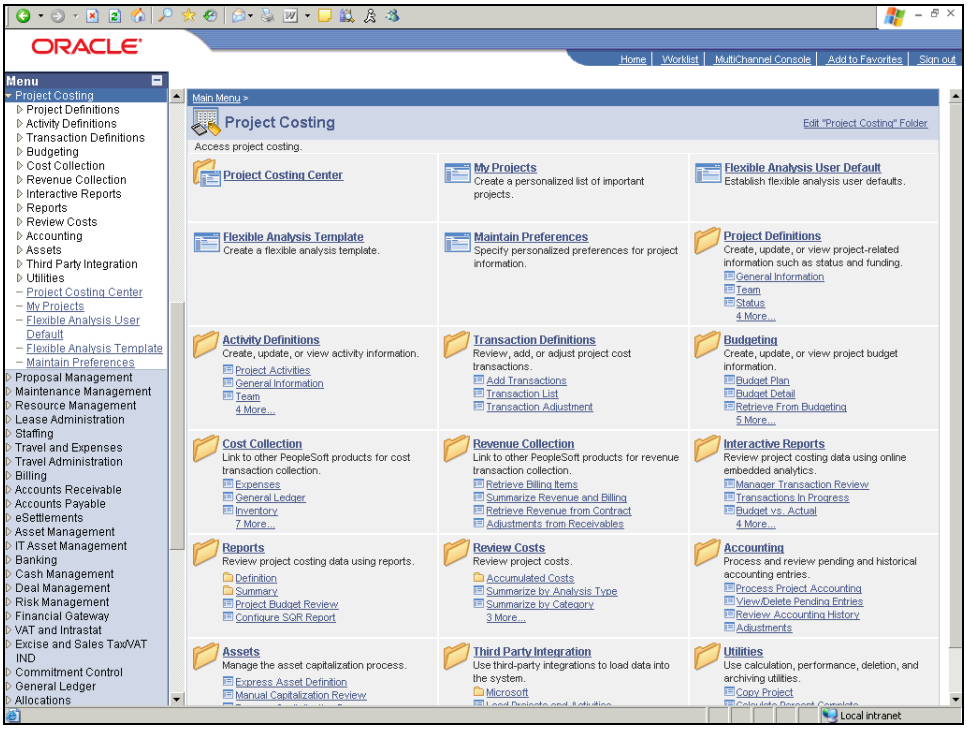
You may need to make adjustments to resource transactions after they have been added to an activity and retain a record or audit trail of the changes that have been made.

In this topic, your goal is to make an adjustment to the resource in PeopleSoft.

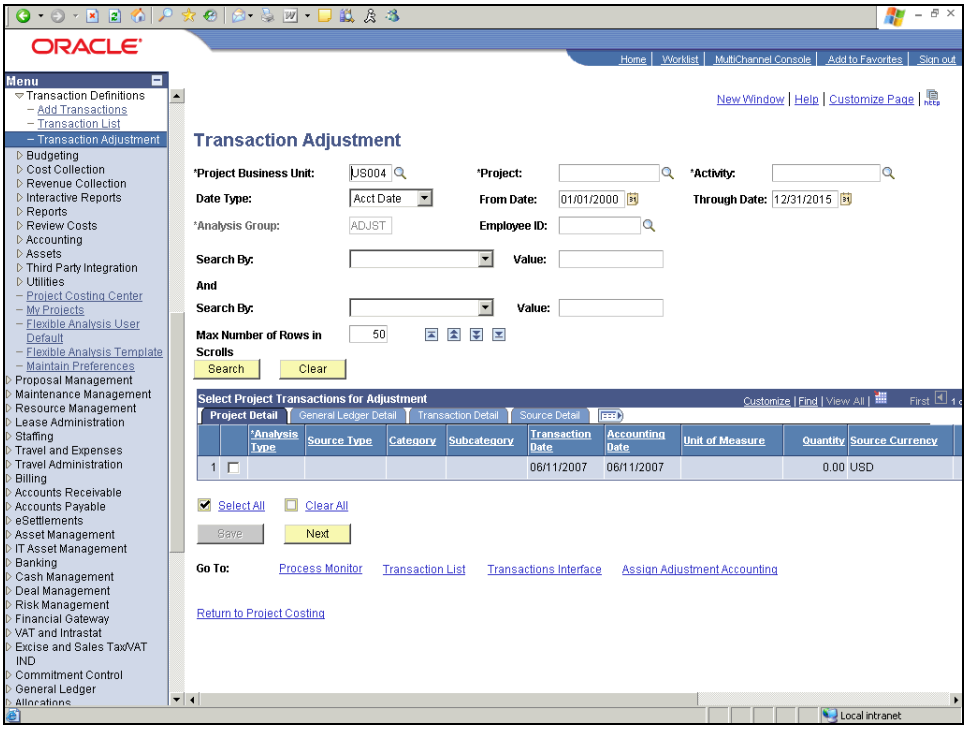
Procedure



Step	Action
1.	Begin by navigating to the **Transaction Adjustment** page. Click the **Project Costing** link. ▷ Project Costing

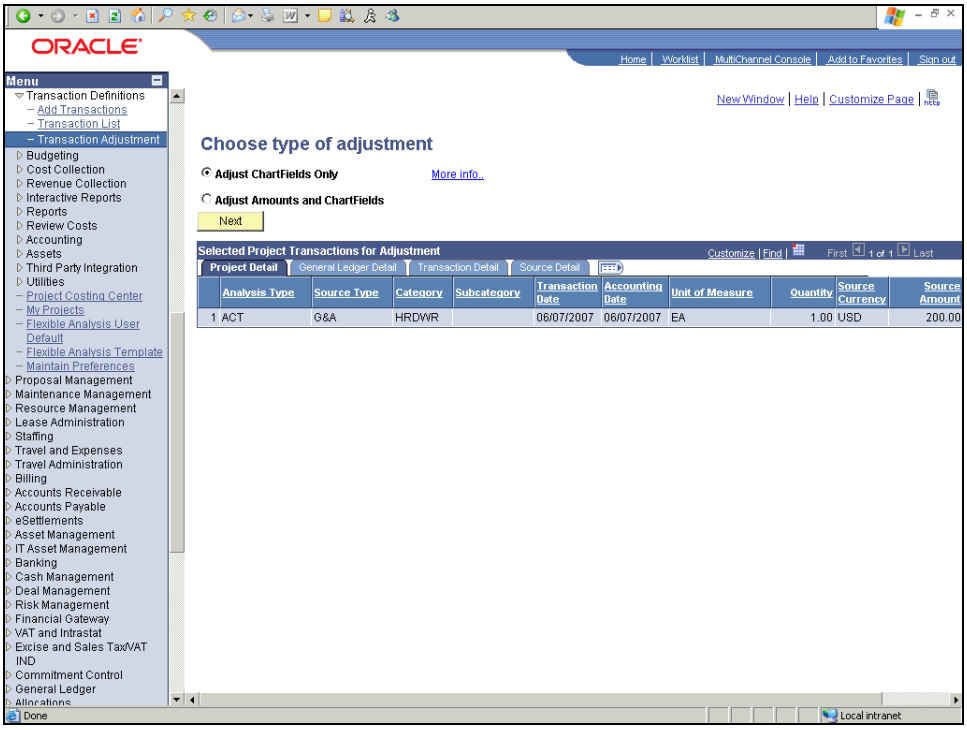


Step	Action
2.	Click the **Transaction Adjustment** link. Transaction Adjustment
3.	Use the **Transaction Adjustment** page to find the record that needs adjustment.

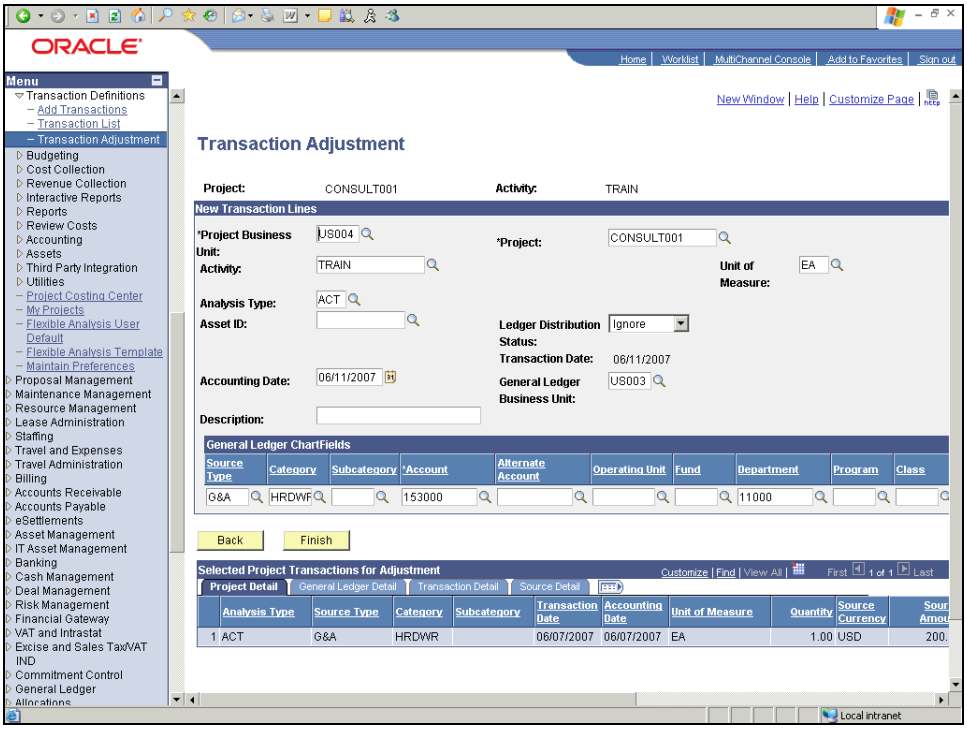


Step	Action
4.	Click in the **Project** field.
5.	Enter the desired information into the **Project** field. Enter "**CONSULT001**".
6.	Click in the **Activity** field.
7.	Enter the desired information into the **Activity** field. Enter "**TRAIN**".
8.	Use the **Analysis Group** field to narrow the number of resource transactions that are available for selection on a page. When an analysis group is entered into a page as part of the selection criteria, only those resource transactions that contain the analysis types specified in that analysis group are made available for use in the page.
9.	Click the **Search** button.
10.	The resource transactions for the project and activity are displayed. You need to make changes to the first row. Click the **1** option.
11.	Click the **Next** button.
12.	Use the **Choose type of adjustment** page to choose the kind of adjustment you want to make.

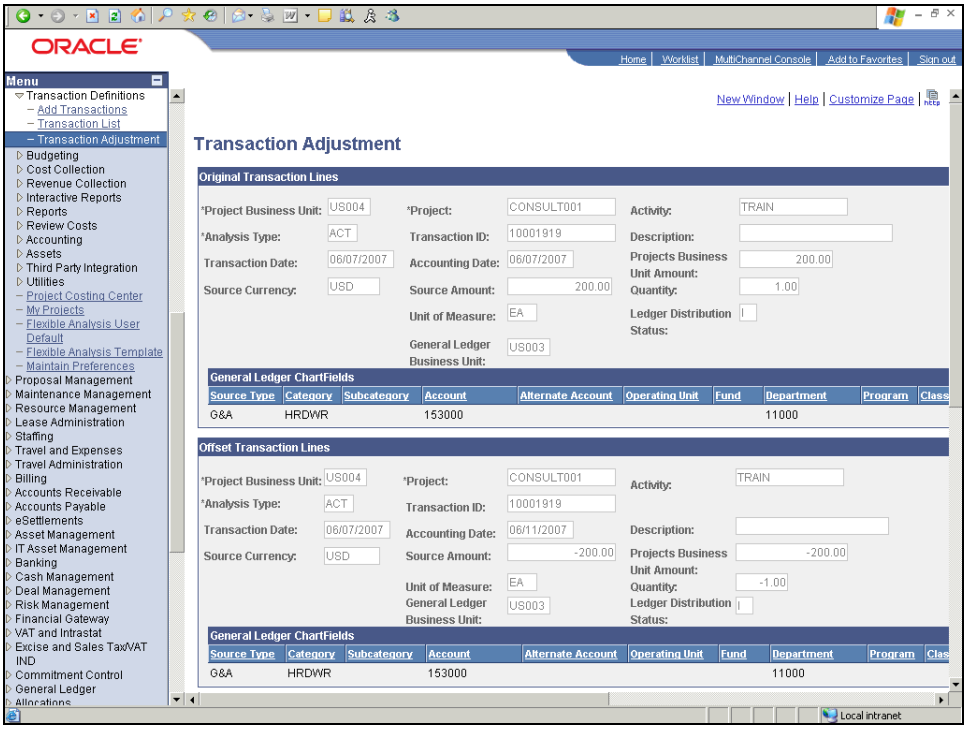
Step	Action
13.	The **Adjust ChartFields Only** option is selected by default. This option enables changes to General Ledger and Projects chartfields on the selected resource lines. If this option is selected, you can make multiple adjustments by selecting more than one resource line. For this example, retain the default selection.
14.	The **Adjust Amounts and ChartFields** option enables changes to GL/PC chartfields and to Quantity/Amount. This option enables adjustments to one resource line at a time.



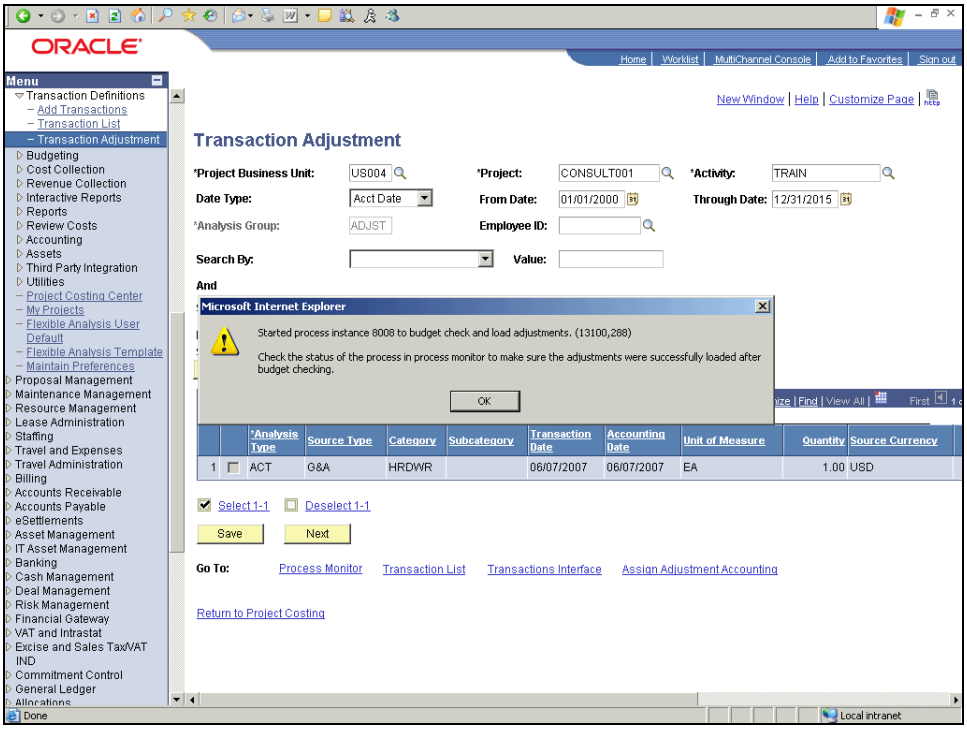
Step	Action
15.	Click the **Next** button. Next



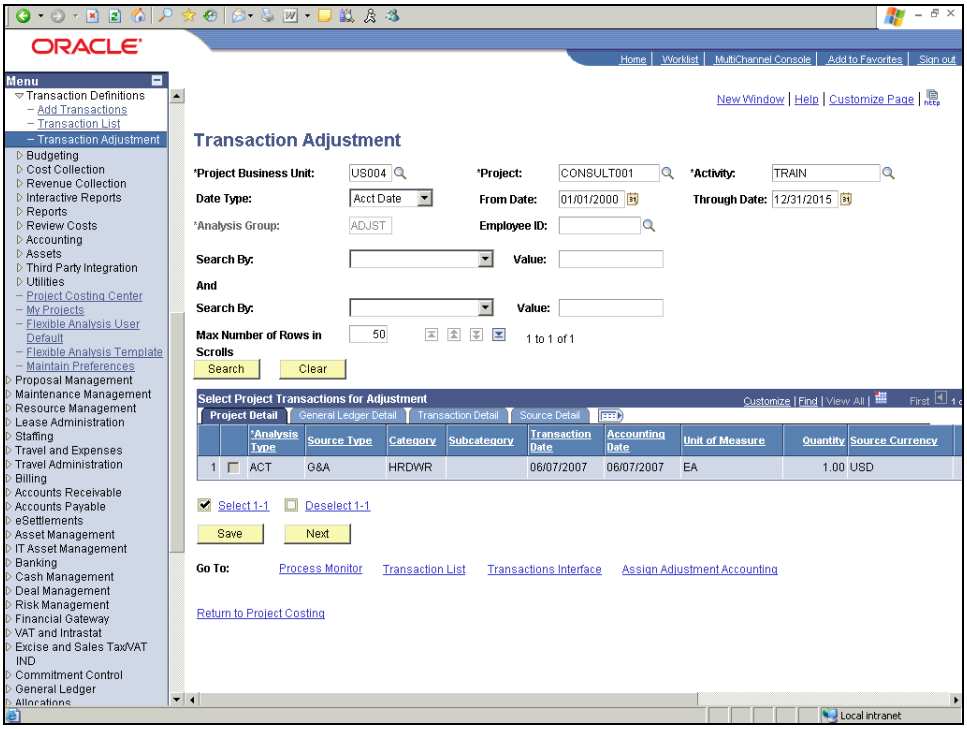
Step	Action
16.	Click in the **Department** field. 11000
17.	Enter the desired information into the **Department** field. Enter "**14000**".
18.	Click the **Finish** button. Finish



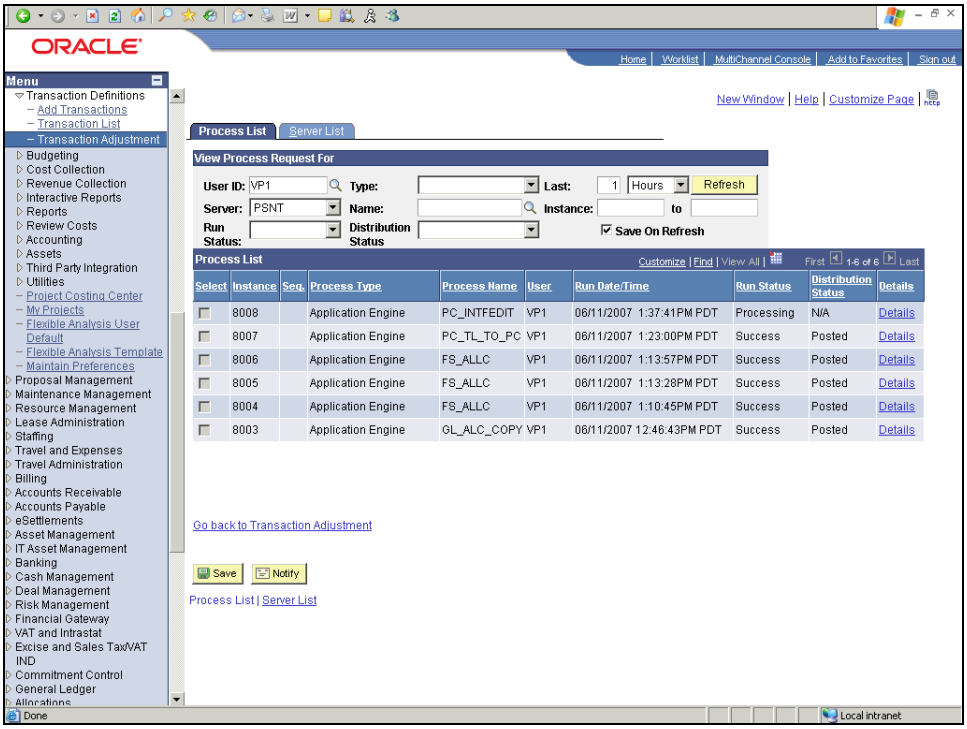
Step	Action
19.	Click the **vertical** scrollbar.
20.	Click the **Save** button. Save



Step	Action
21.	In this example, the transaction adjustment requires budget checking. Use the Process Monitor to confirm the adjustment was successfully loaded after budget checking. Click the **OK** button. OK



Step	Action
22.	Click the **Process Monitor** link. Process Monitor
23.	Use the **Process List** page to view the status of submitted process requests.



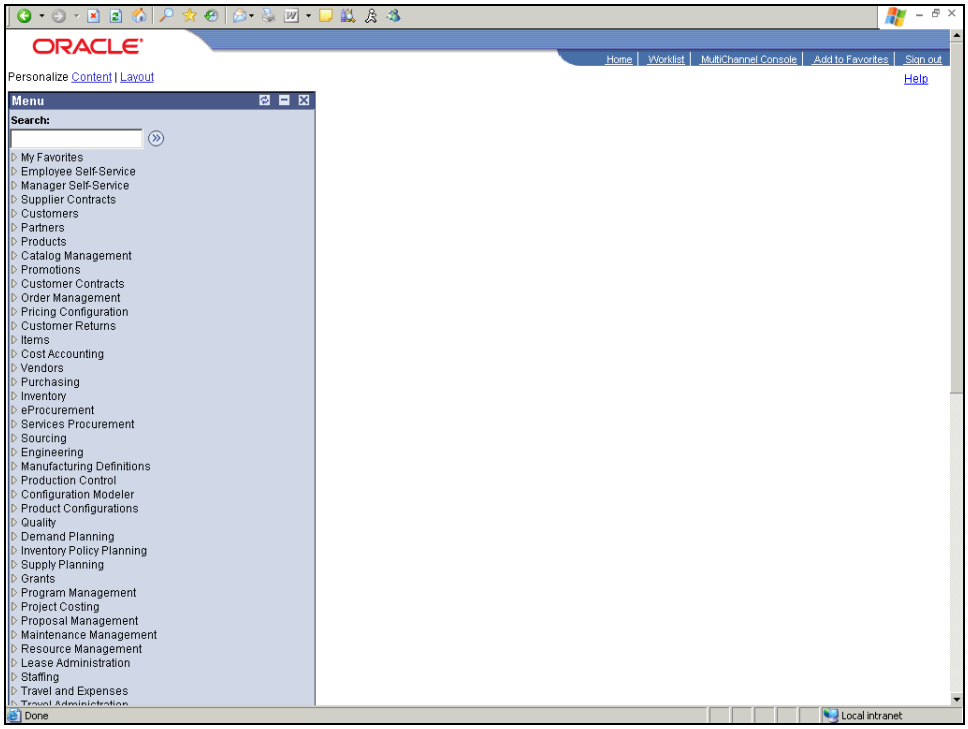
Step	Action
24.	The current status of the process is Processing. The process is finished when the status is Success. Continue to click the **Refresh** button until the status is Success. Click the **Refresh** button. Refresh
25.	The status is now Success.
26.	You have successfully made an adjustment to a resource. **End of Procedure.**

Entering Status Control Options

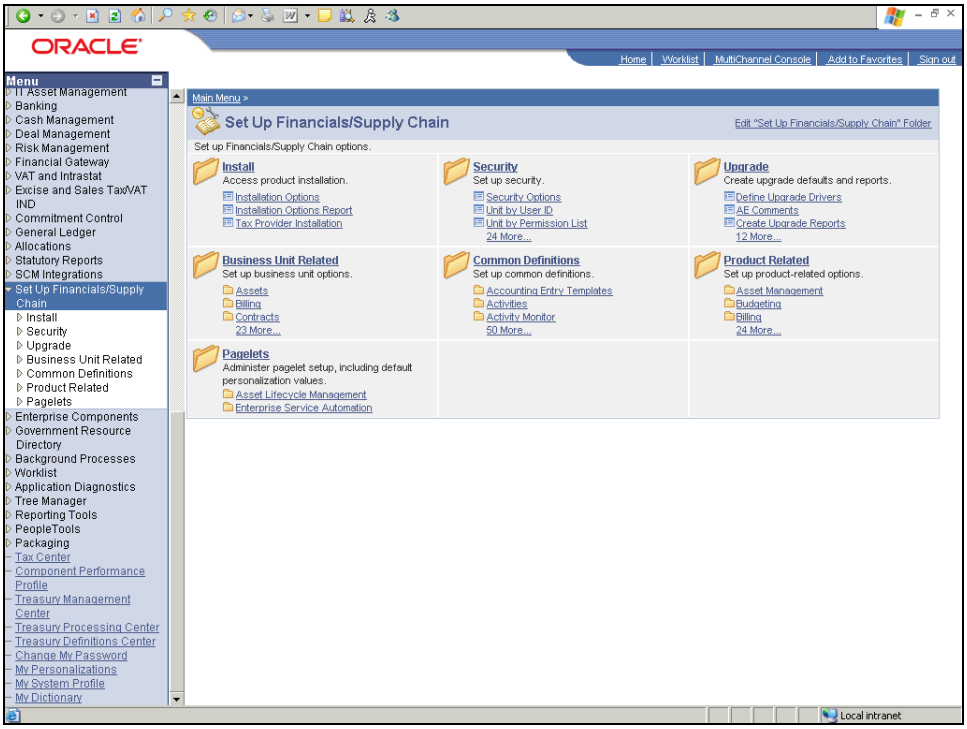
PeopleSoft enables you to enter various status control options. Status types are effective dated, therefore, you can define and apply multiple statuses sequentially to a project or activity over time. Status type options determine if PeopleSoft Projects will enable incoming transactions based on analysis type.

In this topic, you will enter control options.

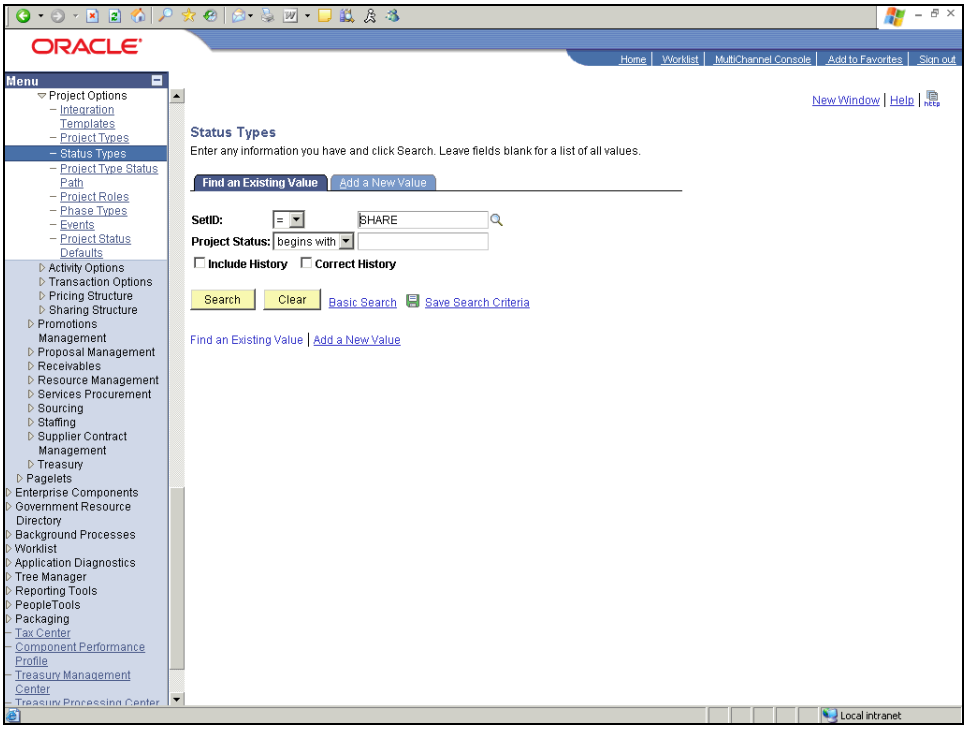
Procedure



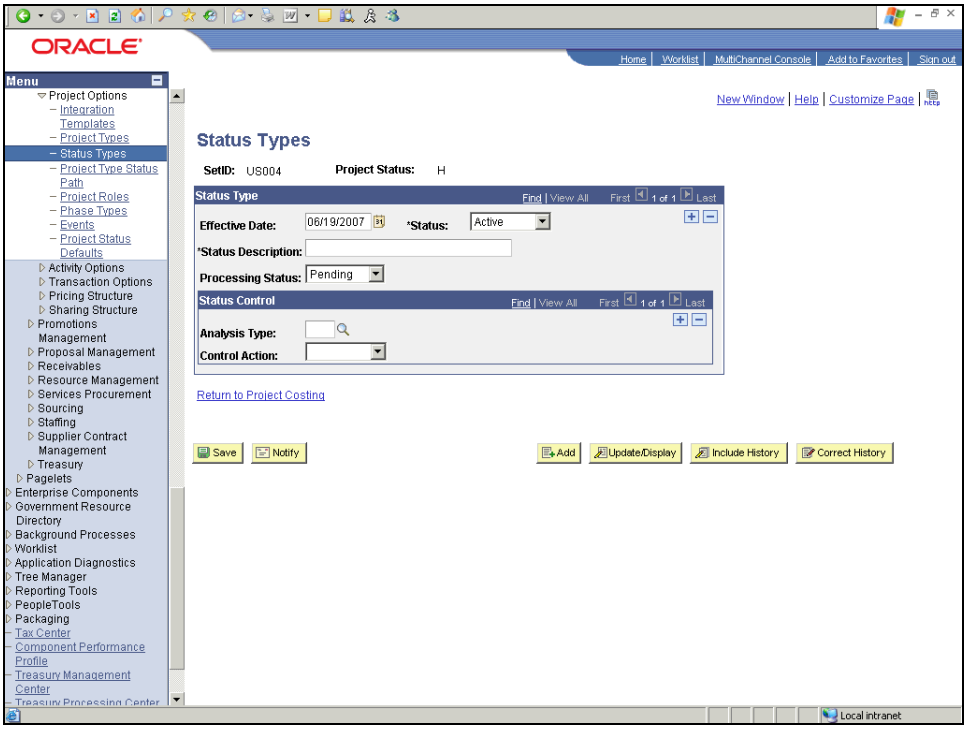
Step	Action
1.	Begin by navigating to the **Status Types** page. Click the **vertical** scrollbar.
2.	Click the **Set Up Financials/Supply Chain** link. ▷ Set Up Financials/Supply Chain



Step	Action
3.	Click the **Product Related** link.
4.	Click the **Project Costing** link.
5.	Click the **Status Types** link. Status Types



Step	Action
6.	Click the **Add a New Value** tab.
7.	Enter the desired information into the **SetID** field. Enter "**US004**".
8.	Click in the **Project Status** field.
9.	Enter the desired information into the **Project Status** field. Enter "**H**".
10.	Click the **Add** button. Add
11.	Use the **Status Types** page to set status control options by analysis type.
12.	The **Effective Date** field specifies the date from which the status type is effective.



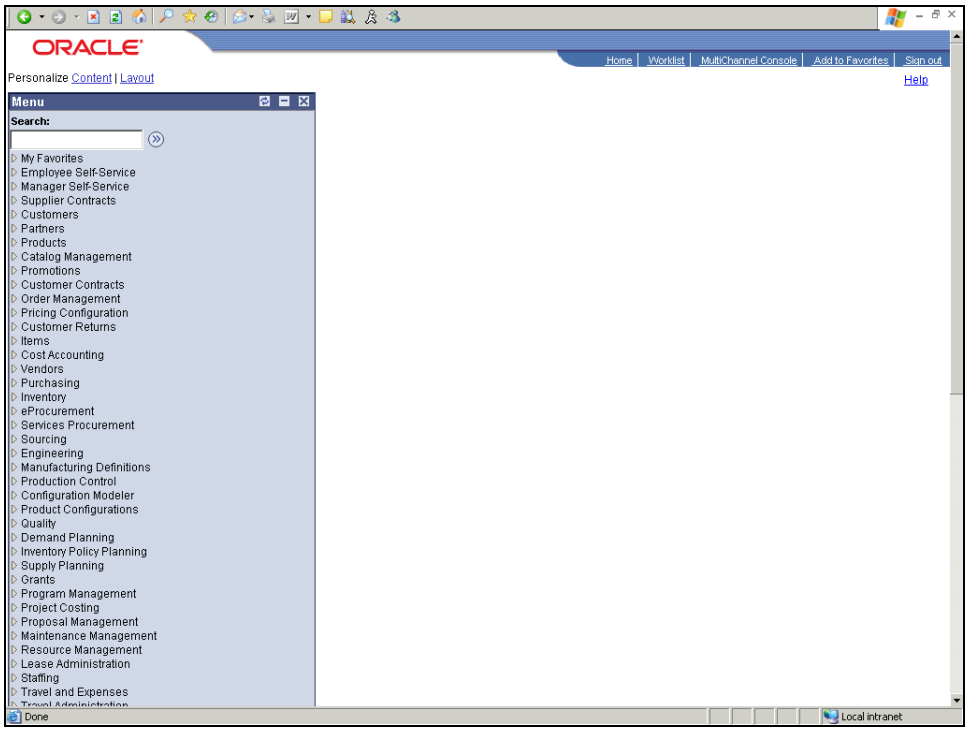
Step	Action
13.	Click in the **Status Description** field.
14.	Enter the desired information into the **Status Description** field. Enter "**Hold**".
15.	Click in the **Analysis Type** field.
16.	Enter the desired information into the **Analysis Type** field. Enter "**TLC**".
17.	Click the **Control Action** list.
18.	Click the **Reject** list item. Reject
19.	Click the **Save** button. Save
20.	You have successfully entered status control options. **End of Procedure.**

Updating Currency Code Information

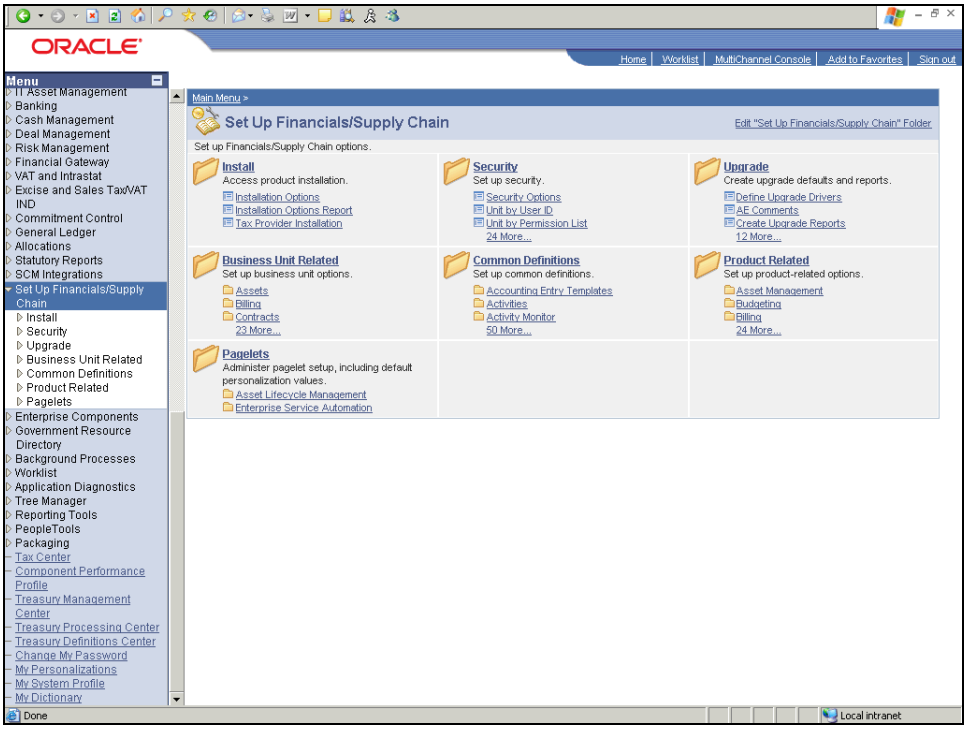
Currency codes identify each currency available for use. PeopleSoft provides most of the currencies used internationally. The International Standards Organization (ISO) code is used as the identifier. You can add or update currency code information as necessary.

In this topic, you will update a currency code.

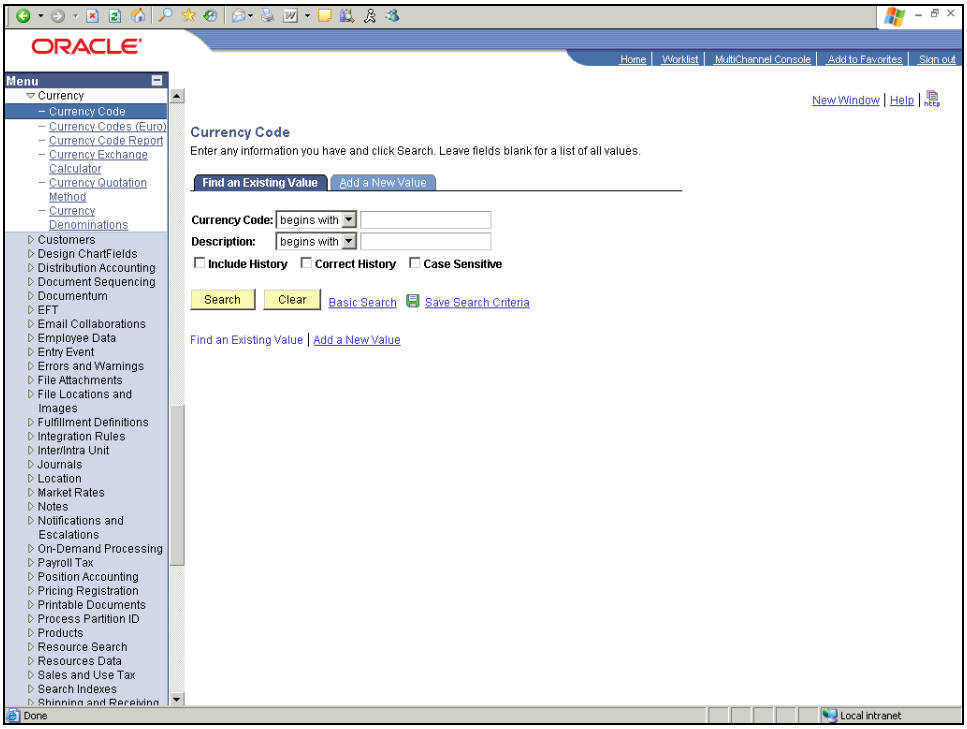
Procedure



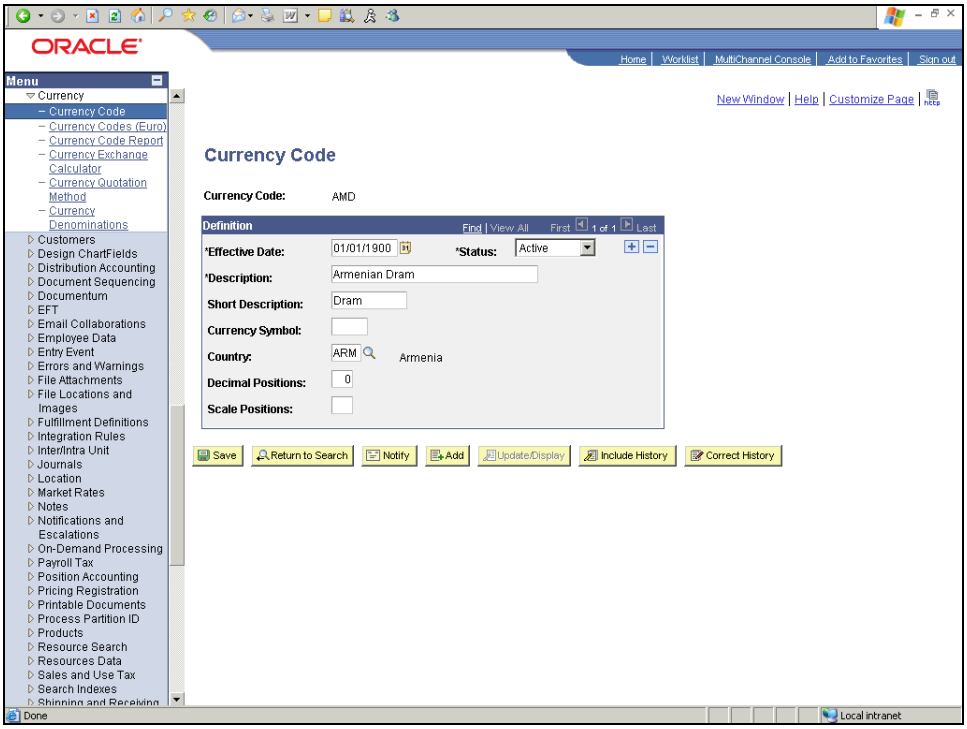
Step	Action
1.	Begin by navigating to the **Currency Codes** page. Click the **vertical** scrollbar.
2.	Click the **Set Up Financials/Supply Chain** link. ▷ Set Up Financials/Supply Chain



Step	Action
3.	Click the **Common Definitions** link.
4.	Click the **Currency Code** link. Currency Code



Step	Action
5.	Enter the desired information into the **Currency Code** field. Enter "**AMD**".
6.	Click the **Search** button. Search
7.	Use the **Currency Code** page to record currency descriptions, symbols, and information on associated countries



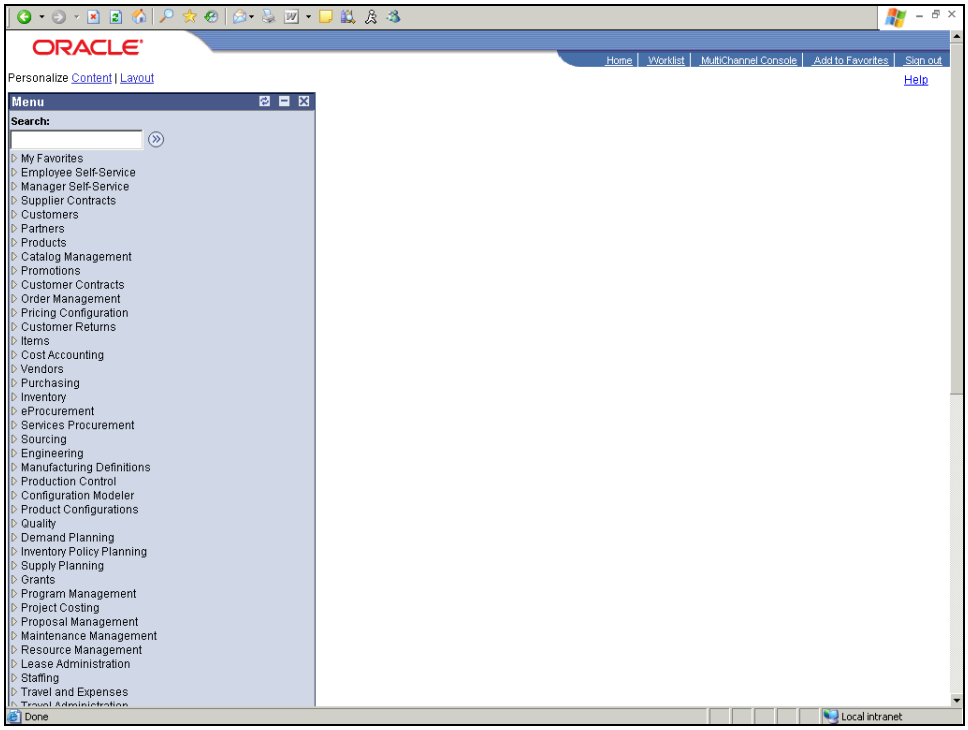
Step	Action
8.	You need to add a new effective dated row. Click the **Add Row** button.
9.	The **Effective Date** field indicates the date that the new currency code is valid.
10.	Click in the **Decimal Positions** field.
11.	Use the **Decimal Positions** field to enter the number of decimal positions that should appear in the notation for the currency. For example, there are two decimal positions for Australian dollars (500.00 AUD), but no decimal positions for Japanese yen (500 JPY). Enter the desired information into the **Decimal Positions** field. Enter "**2**".
12.	Click the **Save** button.
13.	You have successfully updated a currency code. **End of Procedure.**

Entering European Common Currency Codes

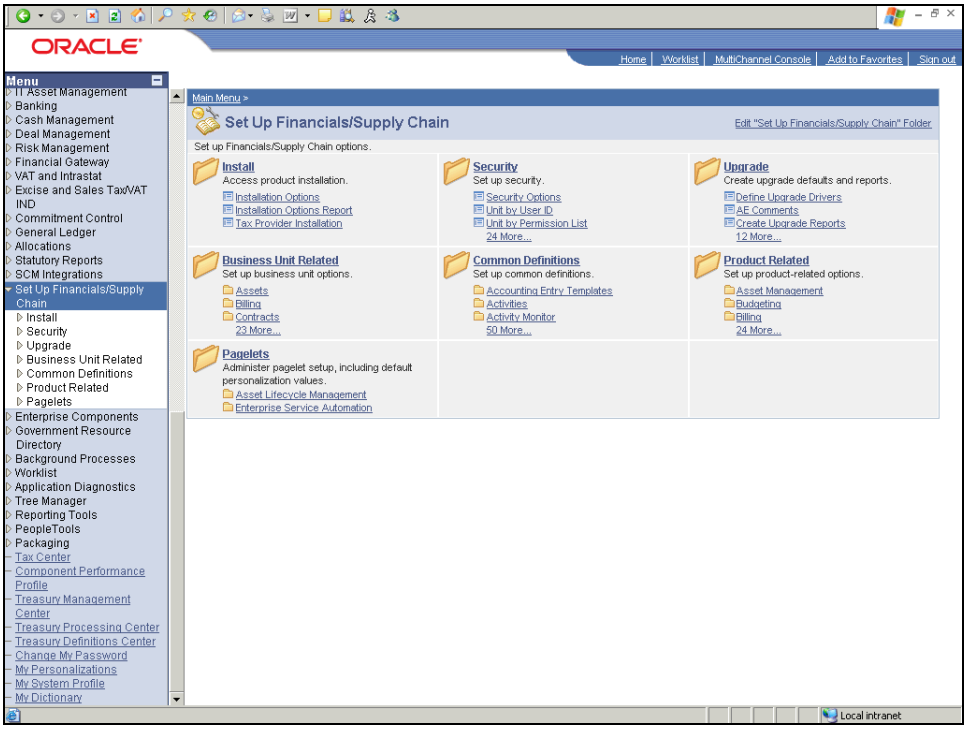
PeopleSoft enables you to add currency codes to the list of currencies that participate in the European Common Currency. You can also modify the status of defined European currencies.

In this topic, you will modify the status of a European currency.

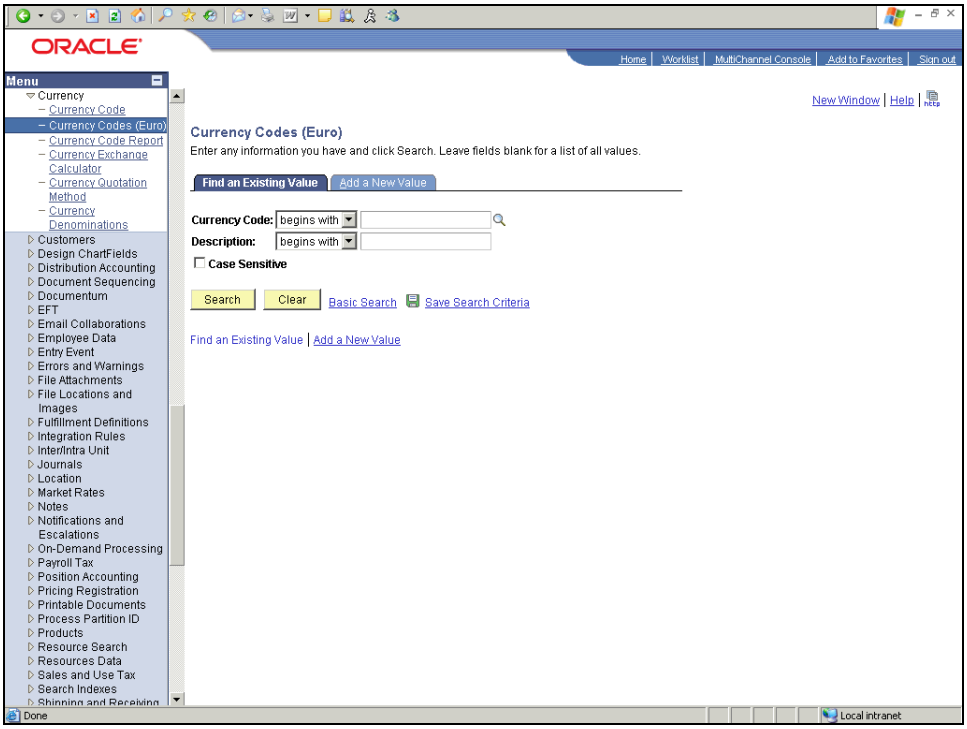
Procedure



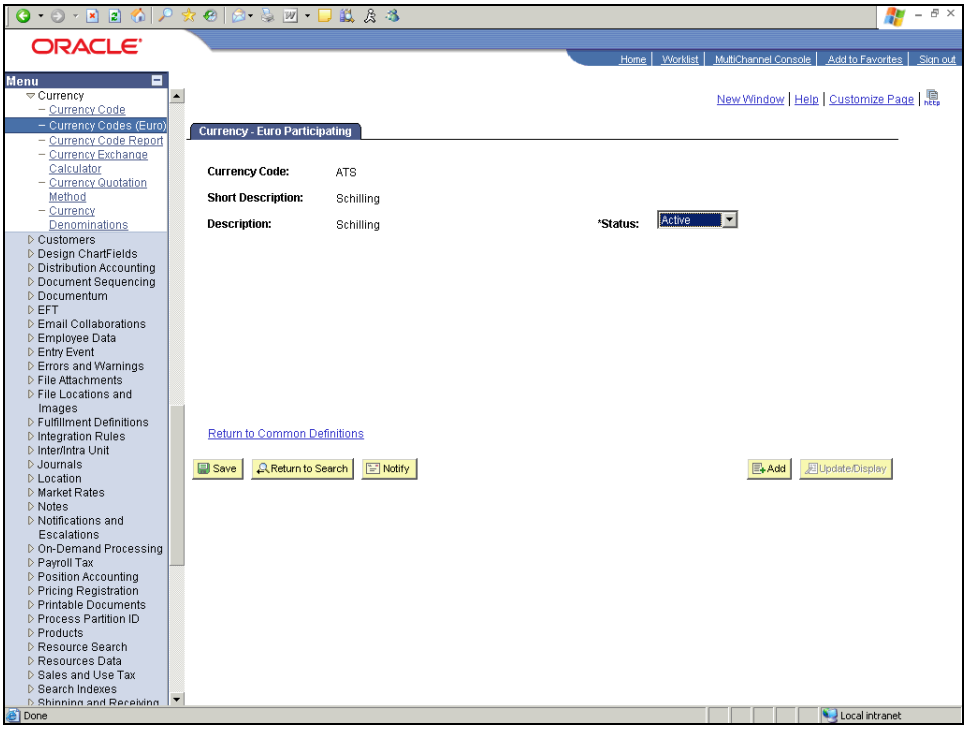
Step	Action
1.	Begin by navigating to the **Currency - Euro Participating** page. Click the **vertical** scrollbar.
2.	Click the **Set Up Financials/Supply Chain** link. ▷ Set Up Financials/Supply Chain



Step	Action
3.	Click the **Common Definitions** link.
4.	Click the **Currency Codes (Euro)** link. Currency Codes (Euro)



Step	Action
5.	Enter the desired information into the **Currency Code** field. Enter "**ATS**".
6.	Click the **Search** button. Search
7.	Use the **Currency - Euro Participating** page to view the details for the selected currency.



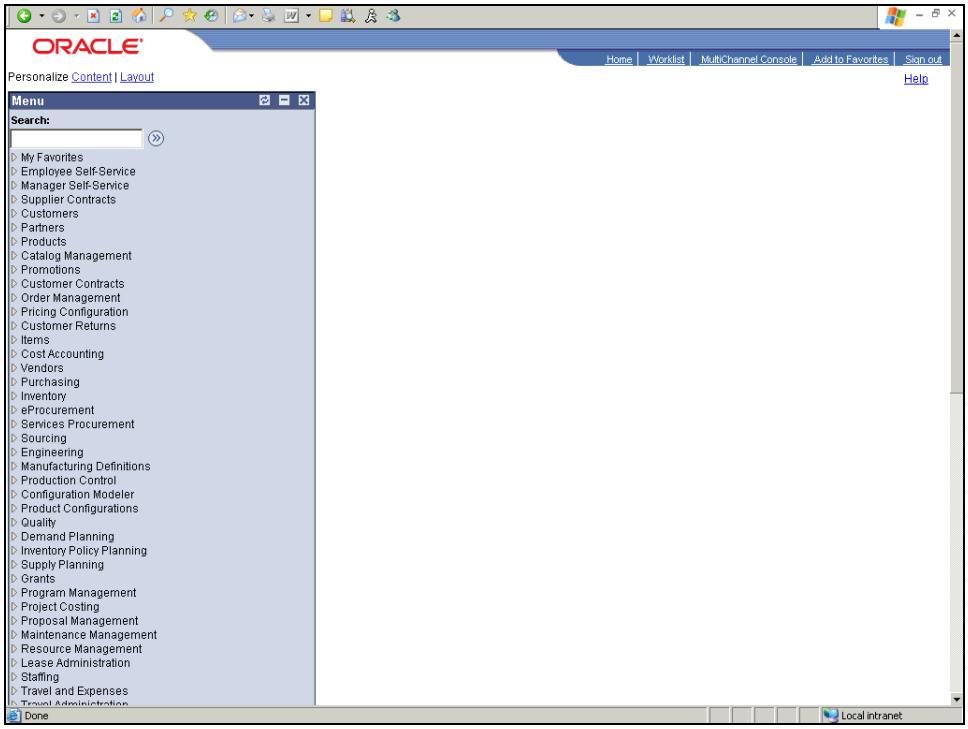
Step	Action
8.	Use the **Status** field to set the status for the displayed currency as either active or inactive. Click the **Status** list. Active
9.	Click the **Inactive** list item. Inactive
10.	Click the **Save** button. Save
11.	You have successfully modified the status for a European currency. **End of Procedure.**

Entering Currency Quotation Method

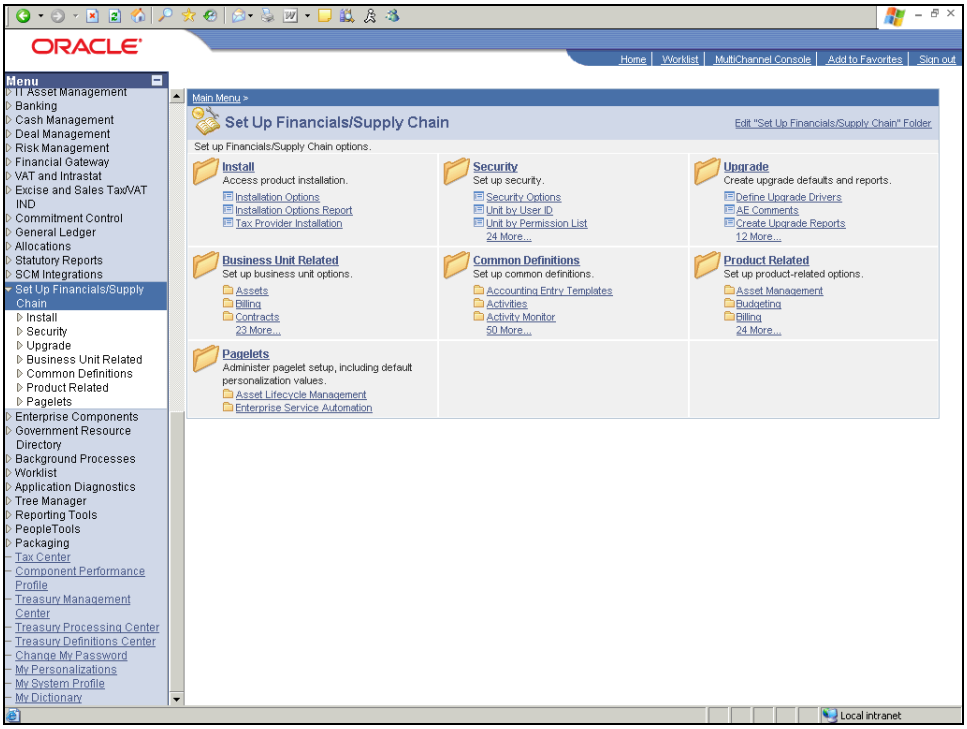
PeopleSoft supports direct and indirect rate quotation, quote units, and triangulation. Entering a currency quotation method is a way to set up and maintain a currency quotation for each from currency/to currency pair.

In this topic, your goal is to change the currency quotation method between two currencies.

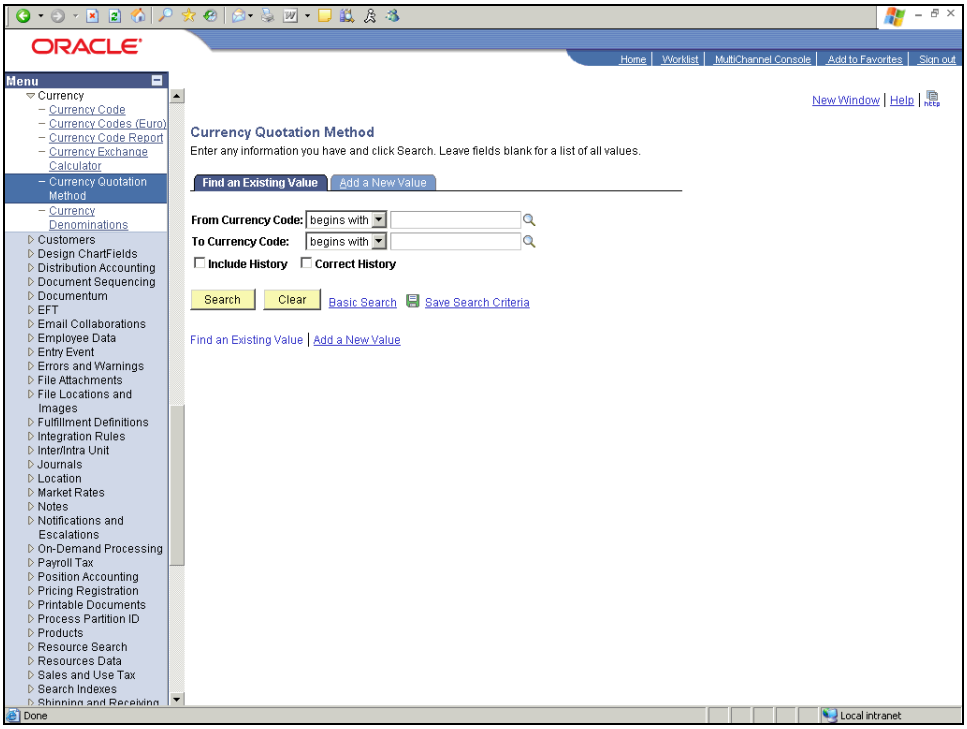
Procedure



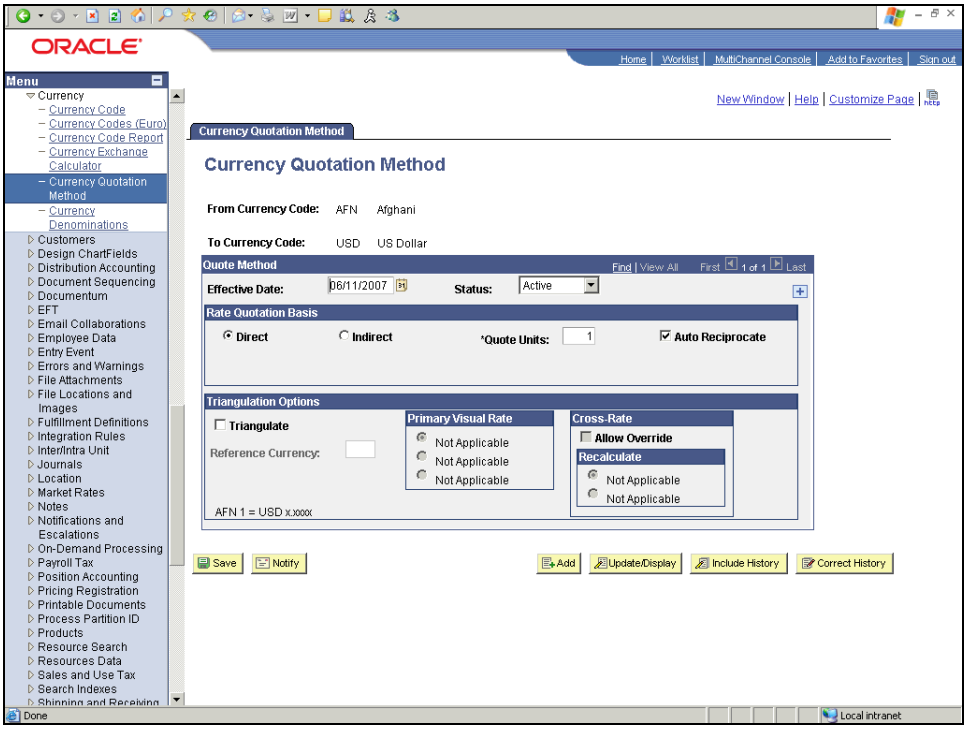
Step	Action
1.	Begin by navigating to the **Currency Quotation Method** page. Click the **vertical** scrollbar.
2.	Click the **Set Up Financials/Supply Chain** link. ▷ Set Up Financials/Supply Chain



Step	Action
3.	Click the **Common Definitions** link.
4.	Click the **Currency** link.
5.	Click the **Currency Quotation Method** link.



Step	Action
6.	Click the **Add a New Value** tab.
7.	Enter the desired information into the **From Currency Code** field. Enter "**AFN**".
8.	Click in the **To Currency Code** field.
9.	Enter the desired information into the **To Currency Code** field. Enter "**USD**".
10.	Click the **Add** button. Add
11.	Use the **Currency Quotation Method** page to record currency quotation methods between currencies.



Step	Action
12.	In this example, you will specify the rate quotation basis as indirect. Click the **Indirect** option. Indirect
13.	Notice the change in the conversion equation highlighted in the **Triangulation Options** section. Upon selecting an Indirect rate quotation basis, the equation changes from AFN 1 = USD x.xxxx to AFN x.xxxx = USD 1.
14.	PeopleSoft uses **Quote Units** to hold decimal places in currency conversions. Click in the **Quote Units** field. 1
15.	Enter the desired information into the **Quote Units** field. Enter "**5**".
16.	Click the **Save** button. Save
17.	Once again, notice the change in the conversion equation. On entering the quote units as 5, the equation changes from AFN x.xxxx = USD 1 to AFN x.xxxx = USD 5.
18.	You have successfully modified the currency quotation method between two currencies. **End of Procedure.**

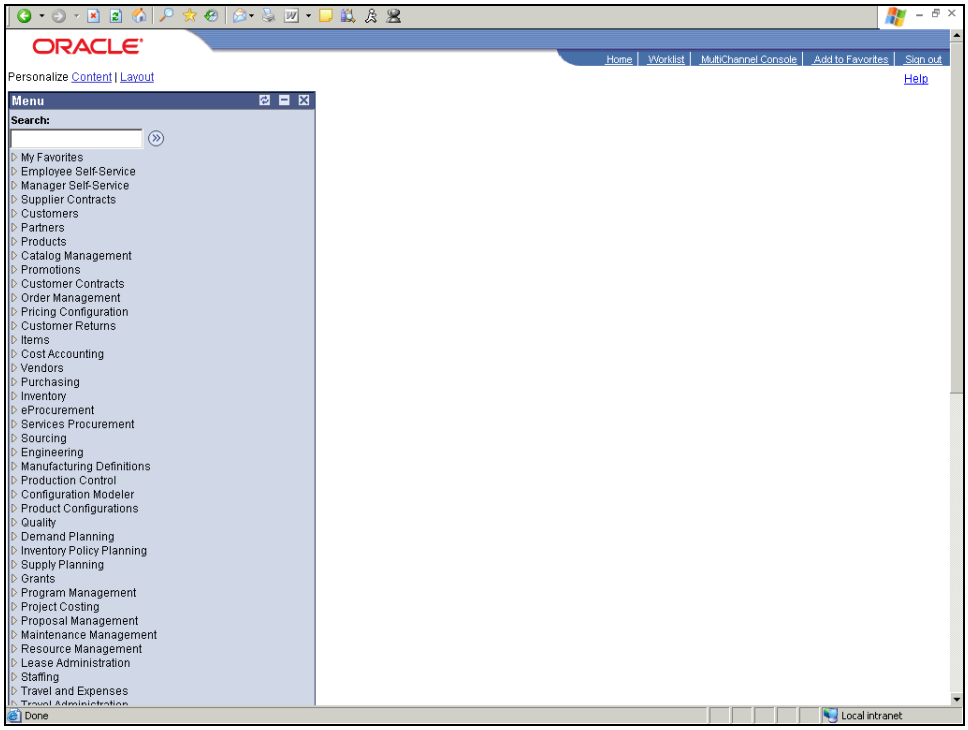
Using Currency Exchange Calculator

If your company operates in more than one currency, it becomes necessary to convert currencies. You use this procedure to calculate the currency exchange between different currencies at a specified rate type. A currency exchange rate is the ratio of equivalency between two different currencies. However, some exchanges require the use of an intermediary (or reference) currency. This process is called Triangulation.

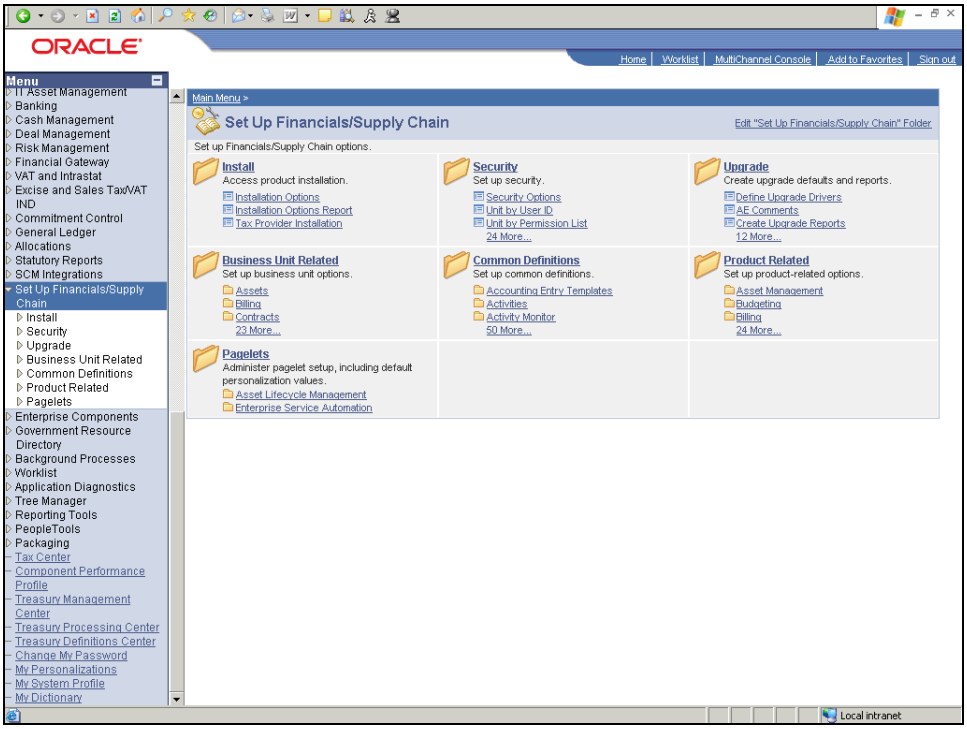
PeopleSoft MultiCurrency processing accommodates the fluctuation of exchange rates, reciprocal rates, and cross-calculated rates. This simplifies MultiCurrency processing.

In this topic, you will calculate the US Dollar equivalent of foreign currency at the official rate.

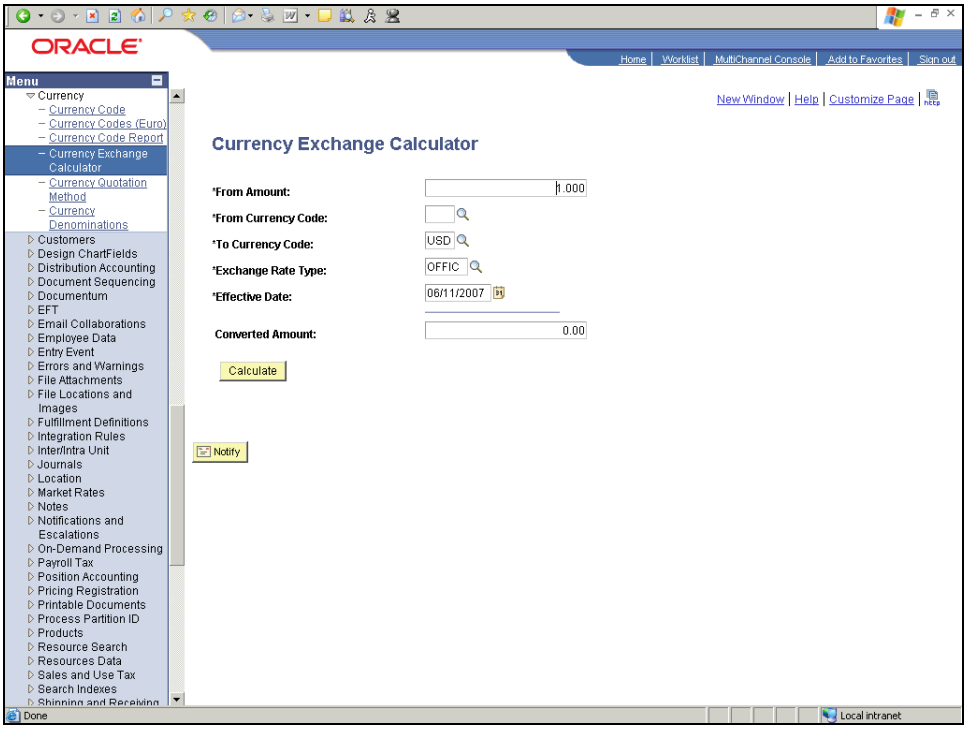
Procedure



Step	Action
1.	Begin by navigating to the **Currency Exchange Calculator** page. Click the **vertical** scrollbar.
2.	Click the **Set Up Financials/Supply Chain** link. ▷ Set Up Financials/Supply Chain



Step	Action
3.	Click the **Common Definitions** link.
4.	Click the **Currency** link.
5.	Click the **Currency Exchange Calculator** link.
6.	Use the **Currency Exchange Calculator** page to quickly compute the converted amount of an exchange between two currencies.



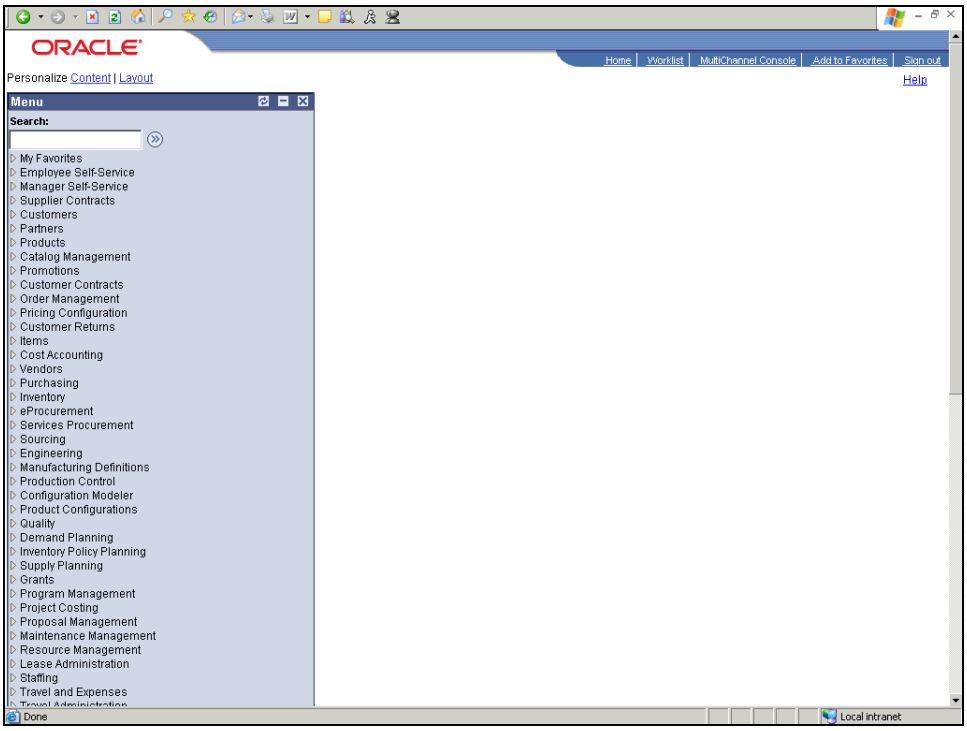
Step	Action
7.	Use the **From Amount** field to enter the monetary amount to be converted. Enter the desired information into the **From Amount** field. Enter "**1000**".
8.	Use the **From Currency Code** field to enter a currency code for the currency from which you are converting. Click in the **From Currency Code** field.
9.	Enter the desired information into the **From Currency Code** field. Enter "**INR**".
10.	Use the **To Currency Code** field to enter a currency code for the currency to which you are converting.
11.	Use the **Exchange Rate Type** field to specify the type of exchange rate such as: average rate, commercial rate, current rate and official rate.
12.	The system populates the **Effective Date** field for the exchange rate type based on the system date, usually the current system date. Override, if necessary.
13.	Click the **Calculate** button. Calculate
14.	The **Converted Amount** field displays the calculated currency exchange between the two currencies.
15.	You have successfully calculated the currency exchange between two currencies at a specified rate type. **End of Procedure.**

Entering Period Calculation Factors

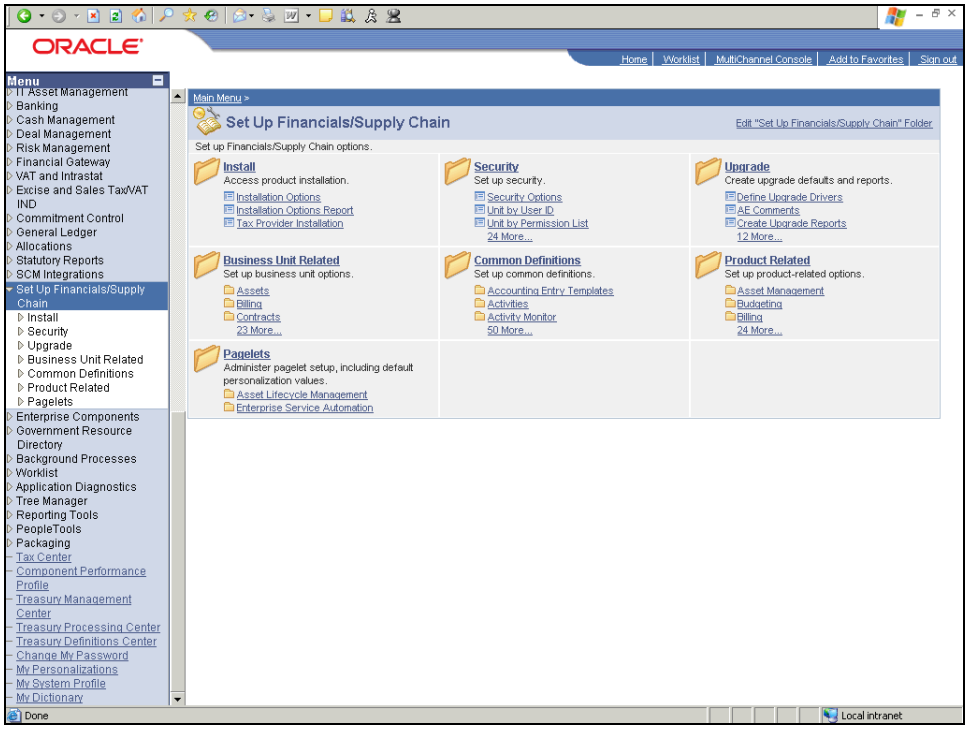
Period calculation factors are based on general ledger calendars. For each period in the general ledger calendar you select, you specify the dates for which you want to accumulate costs and the factor by which you want those costs to be multiplied. You should define the period calculation factors for at least a year at a time.

In this topic, you will enter period calculation factors.

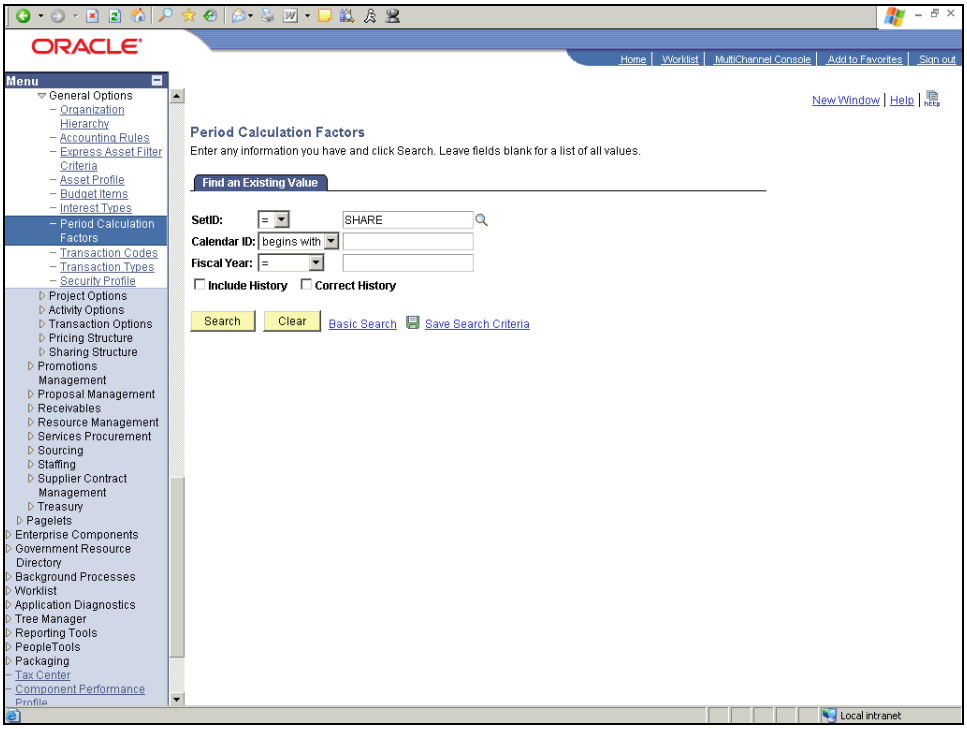
Procedure



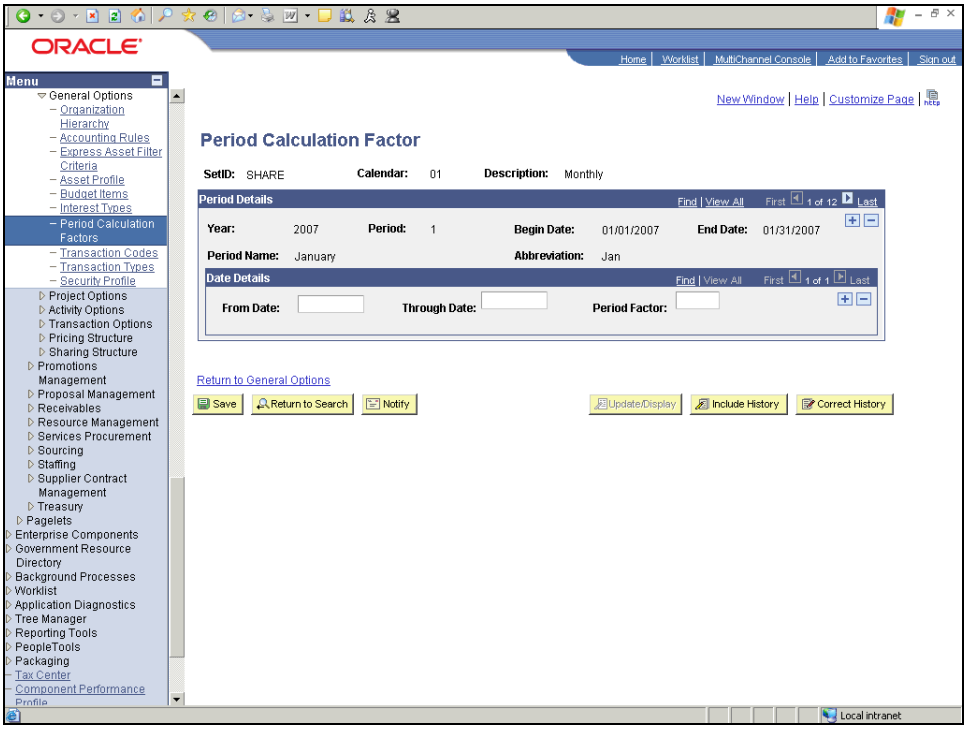
Step	Action
1.	Begin by navigating to the **Period Calculation Factor** page. Click the **vertical** scrollbar.
2.	Click the **Set Up Financials/Supply Chain** link. ▷ Set Up Financials/Supply Chain



Step	Action
3.	Click the **Product Related** link.
4.	Click the **Project Costing** link.
5.	Click the **General Options** link.
6.	Click the **Period Calculation Factors** link.



Step	Action
7.	Click in the **Calendar ID** field.
8.	Enter the desired information into the **Calendar ID** field. Enter "**01**".
9.	Click in the **Fiscal Year** field.
10.	Enter the desired information into the **Fiscal Year** field. Enter "**2007**".
11.	Click the **Search** button. Search
12.	Use the **Period Calculation Factor** page to define period calculation factors for the specified SetID and CalendarID. You should define the period calculation factors for at least a year at a time.



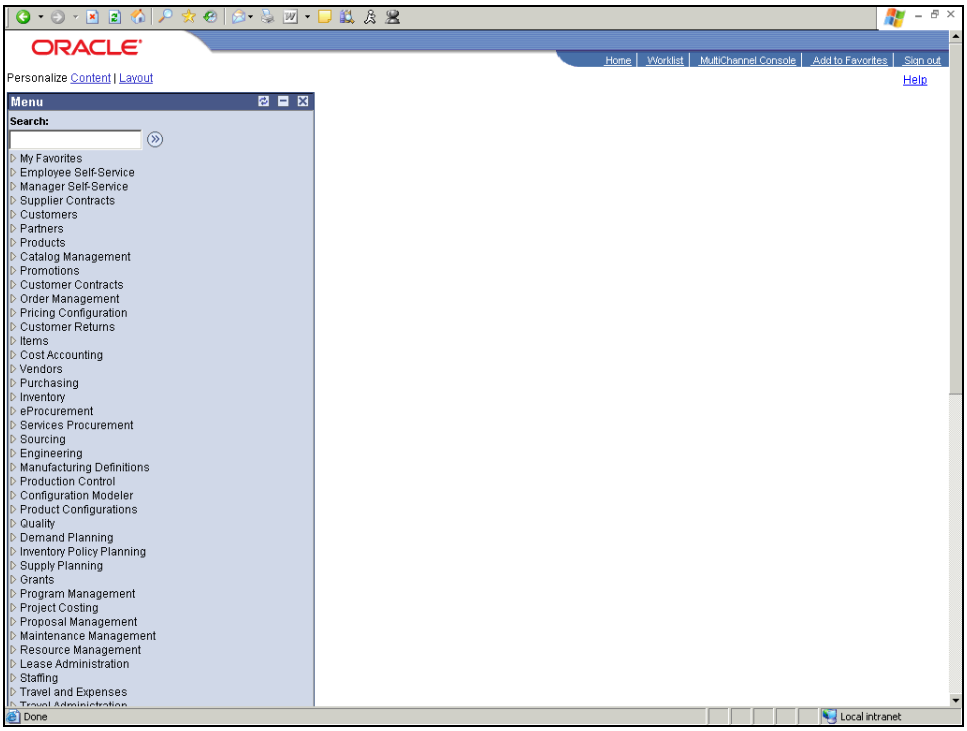
Step	Action
13.	Enter the desired information into the **From Date** field. Enter "**01012007**".
14.	Click in the **Through Date** field.
15.	Enter the desired information into the **Through Date** field. Enter "**01312007**".
16.	Click in the **Period Factor** field.
17.	Enter the desired information into the **Period Factor** field. Enter "**1**".
18.	Click the **Save** button. 
19.	The Period Calculation Factor is set for the specified SetID and period. You can add more rows for Period Calculation Factor using the **Add Row** button.
20.	You have successfully entered period calculation factors. **End of Procedure.**

Defining Interest Calculations

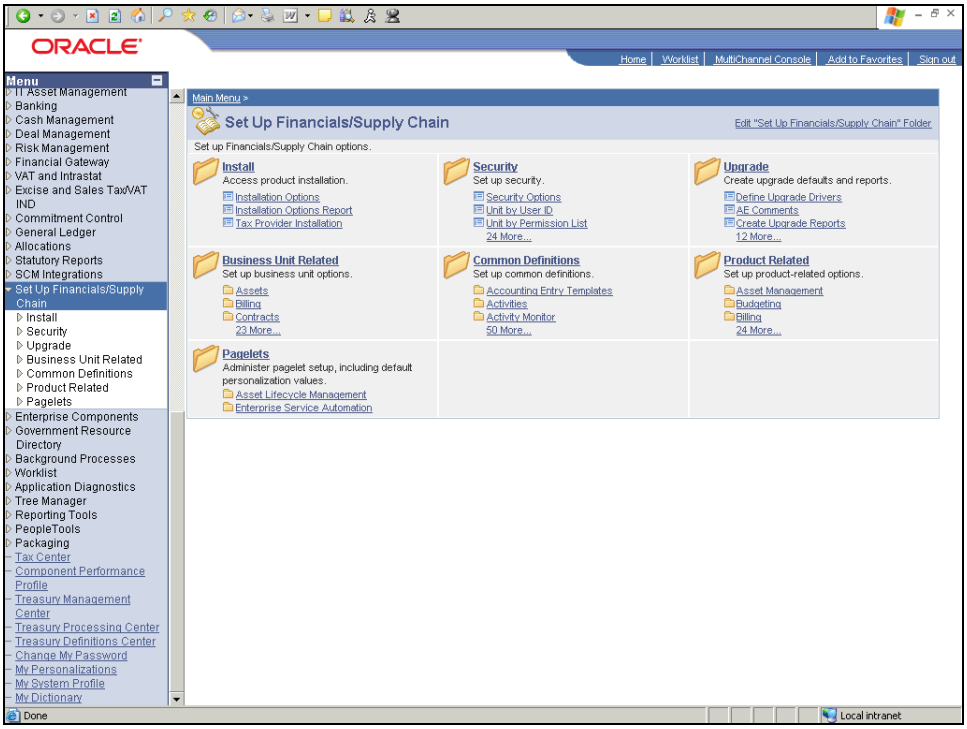
Interest calculations vary widely from company to company and project to project. PeopleSoft enables you to define your interest calculations as best fits your company processes and the current situation. Each time you change the yearly interest rate or the calendar, the periodic interest rate is automatically recalculated.

In this example, you will change the interest rate for a business unit for a given period.

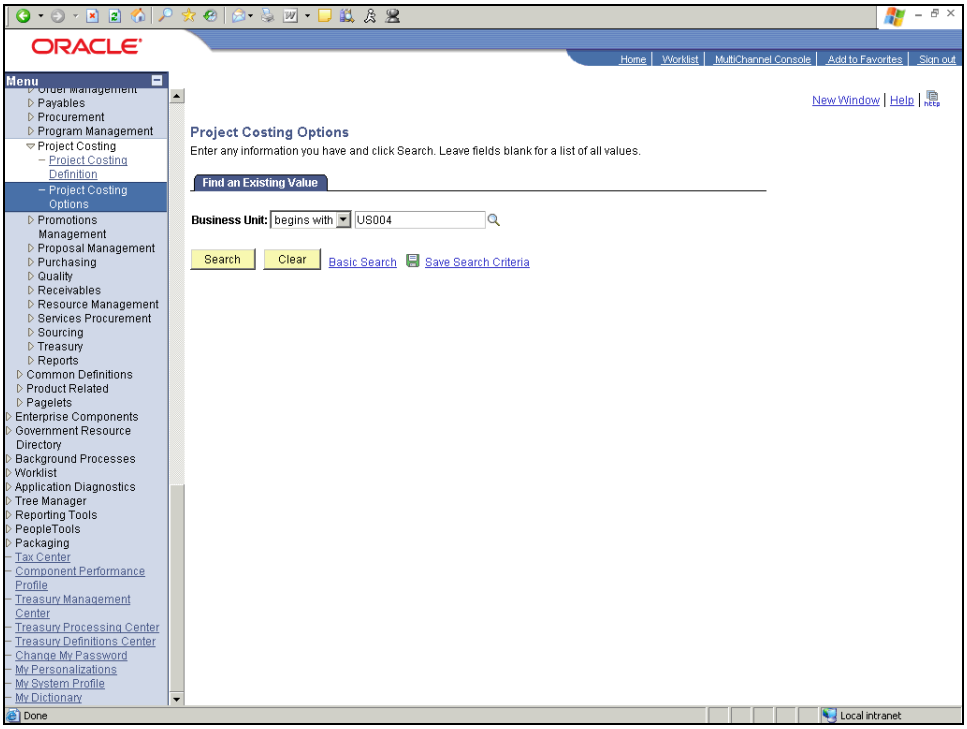
Procedure



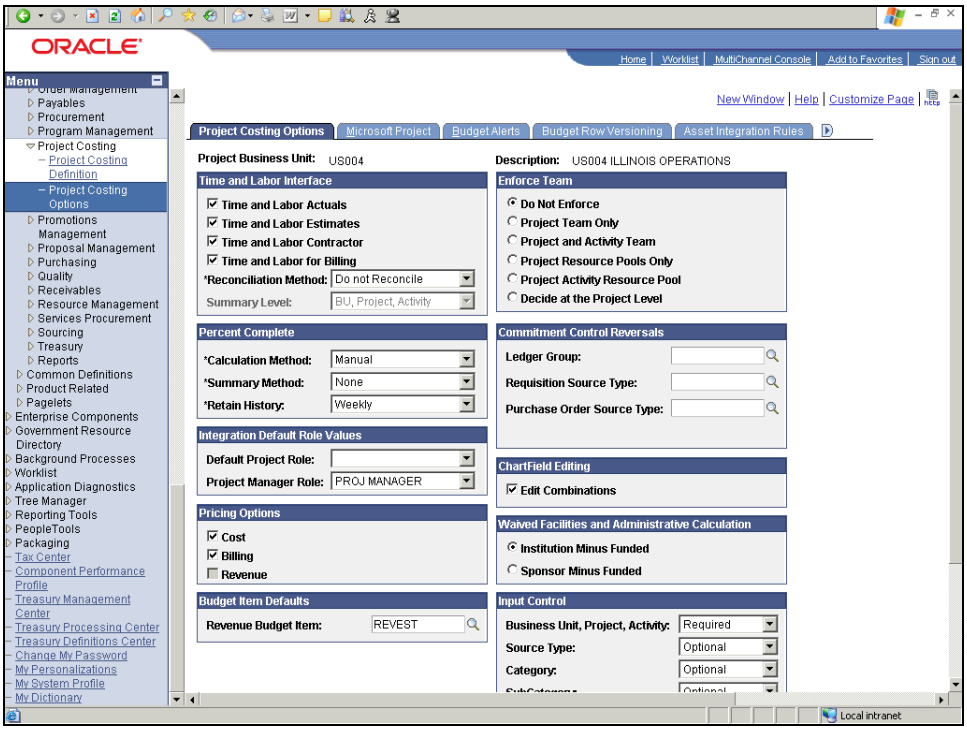
Step	Action
1.	Begin by navigating to the **Interest Calculation** page. Click the **vertical** scrollbar.
2.	Click the **Set Up Financials/Supply Chain** link. ▷ Set Up Financials/Supply Chain



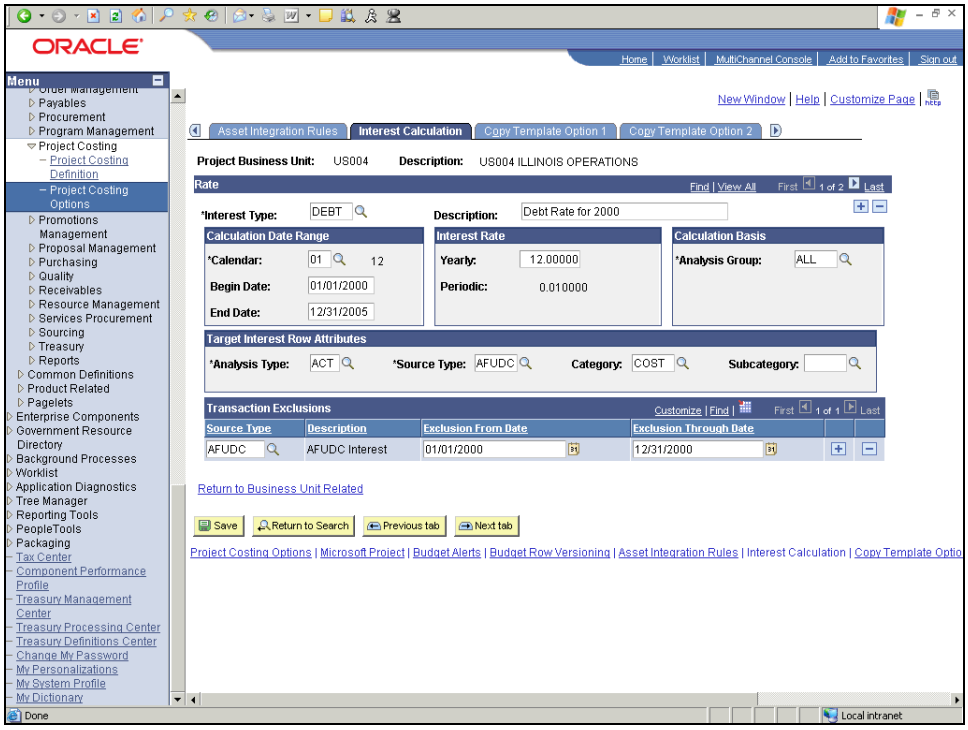
Step	Action
3.	Click the **Business Unit Related** link.
4.	Click the **Project Costing Options** link. Project Costing Options



Step	Action
5.	Click the **Search** button. Search



Step	Action
6.	Click the **Show following tabs** button.
7.	Click the **Interest Calculation** tab. Interest Calculation
8.	Use the **Interest Calculation** page to set time periods for which a specific interest rate is viable. You can also set the yearly interest rate, define more than one interest rate for a business unit, and exclude specific resource transactions from the cost accumulation process.
9.	Use the **Interest Type** field to specify the type of interest for which you need to view the data, such as, debt or equity.
10.	Use the **Calendar** field to enter the calendar ID. Typical values indicate monthly, quarterly, and annual calendars.



Step	Action
11.	Click in the **Yearly** field. 12.00000
12.	Enter the desired information into the **Yearly** field. Enter "**11.5**".
13.	Click in the **End Date** field. 12/31/2005

Step	Action
14.	Enter the desired information into the **End Date** field. Enter "**12/31/2007**".
15.	Use the **Analysis Group** field to identify the group for this interest calculation definition.
16.	Use the **Analysis Type** field to identify the kind of cost this interest calculation is.
17.	Use the **Source Type** field to select the source types to exclude from cost accumulation. Enter multiple source types as required.
18.	Click the **Save** button. 
19.	You have successfully defined interest calculations for the specified business unit and period. **End of Procedure.**

Project Integration

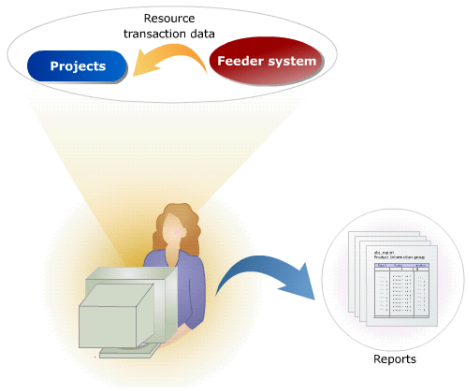
Within the PeopleSoft system, costs are generated outside the Projects module and can be pulled into Projects through integration. The Projects module can also integrate with third-party software that you might use.

Upon successful completion of this lesson, you will be able to Identify how Project Costing integrates with other PeopleSoft applications.

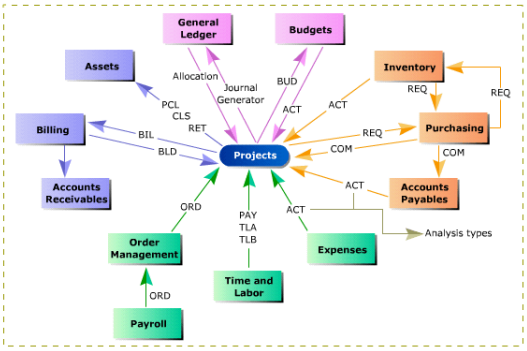
Understanding System Integration with Project Costing

Most of the information that you need for keeping track of your projects includes time and labor costs, expenses, purchase orders, budgeted costs, actual costs, and capitalization of assets. Integration reduces the amount of data entry within Projects and ensures that cost information is accurate and up-to-date.

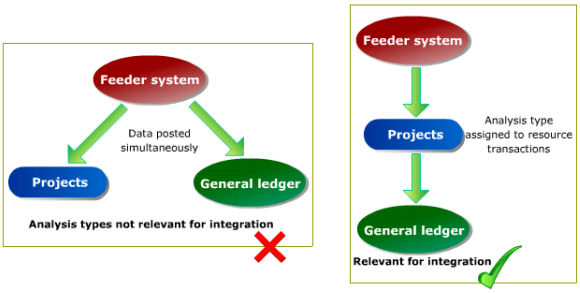
Procedure



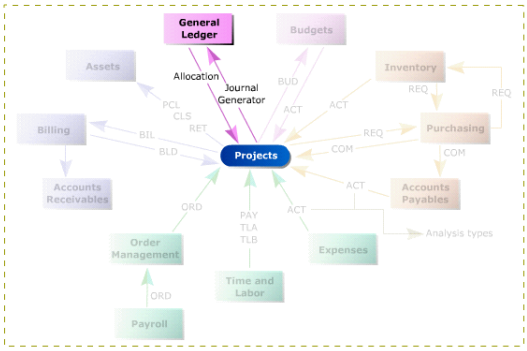
Step	Action
1.	PeopleSoft Project Costing enables you to collect resource transaction data and organize it so that you can do cost analysis and produce meaningful reports. Some resource transactions are entered into Project Costing and then exported to the appropriate application. The majority of resource transactions are imported into Project Costing from another application, called a **Feeder System**. This integration of Project Costing with other applications through the feeder system enables you to get a snapshot of the resources associated with a project. You can see exactly where the resources are in the feeder systems.



Step	Action
2.	The diagram on the screen illustrates how Project Costing integrates with other PeopleSoft applications. Note that the directional arrows indicate whether Project Costing imports data, exports data, or does both. Each arrow, with the exception of integration with General Ledger, also indicates the analysis type associated with the flow of data.



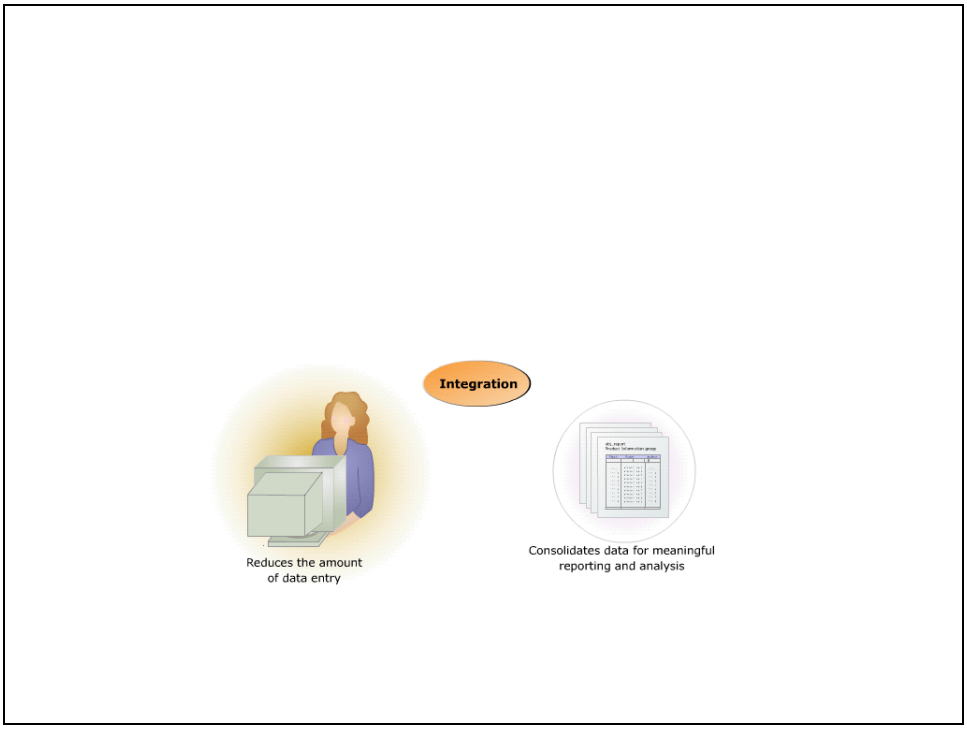
Step	Action
3.	If feeder systems post data to Project Costing and General Ledger simultaneously, analysis types are not relevant for integration with General Ledger because analysis types are only defined within Projects. If feeder systems post data to Project Costing and then Project Costing posts to General Ledger, any of the resource transactions can be sent to General Ledger because analysis types are assigned to the resource transactions within Projects.



Step	Action
4.	PeopleSoft Project Costing has built-in integration capability with PeopleSoft General Ledger via the Journal Generator. Most information stored in PeopleSoft Projects originates from feeder systems, such as other PeopleSoft applications and third-party applications. Data from the feeder system is posted to the general ledger and passed to PeopleSoft Project Costing through batch processing.

Integration			Process
Budgets	◄——►	Projects	Allocation
General Ledger	——►	Projects	Allocation
General Ledger	◄——	Projects	Journal Generator
Time and Labor	◄—►	Projects	Data Mover
Other Application			Application Engine

Step	Action
5.	The processes that are used to integrate other applications with Projects include Allocations, the Journal Generator, Data Mover, and the Application Engine. The table shows the processes used for integration between Projects and the applications.



Step	Action
6.	PeopleSoft Project Costing integrates with other PeopleSoft applications and third-party applications to provide accurate and up-to-date information on resource transactions associated with projects. This integration reduces the amount of Projects data entry and consolidates data for meaningful reporting and analysis.
7.	This concludes the Understanding System Integration with Projects topic. **End of Procedure.**

Projects Integration with Asset Management

Costs incurred on capital projects are accumulated, capitalized, and depreciated over time. PeopleSoft assists in the management of project assets by controlling the costs of each project and transferring capitalized amounts to the Asset Management module.

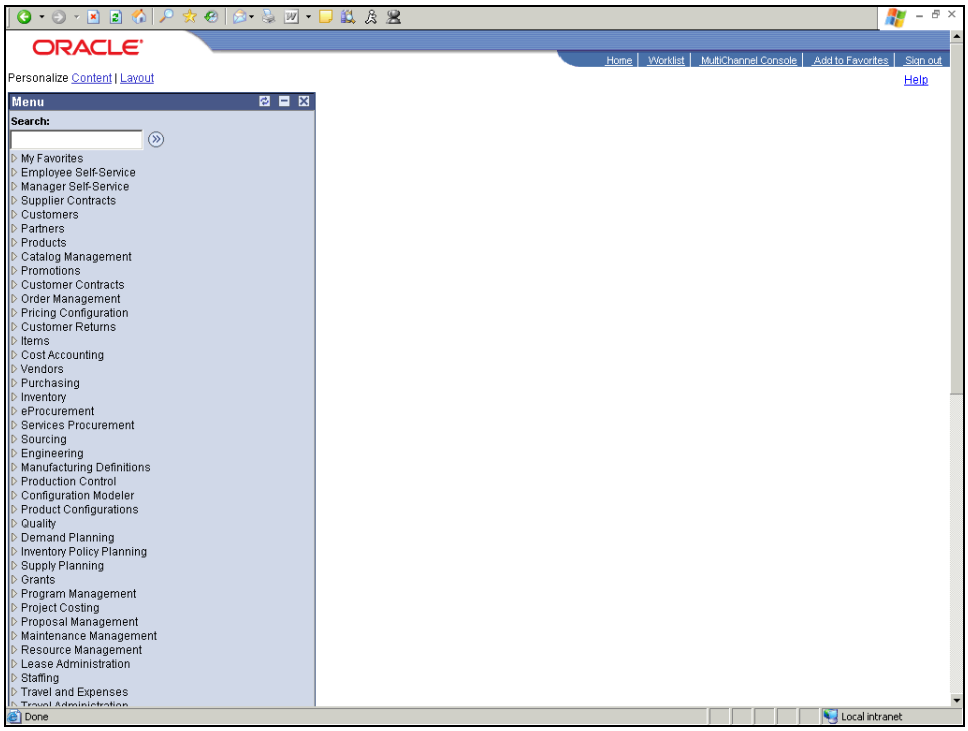
Upon completion of this lesson, you will be able to:
• Define a project asset.
• Define criteria for selecting resources.
• Assign a transaction to an asset.
• View the message log.
• Send data to asset management.

Defining a Project Asset

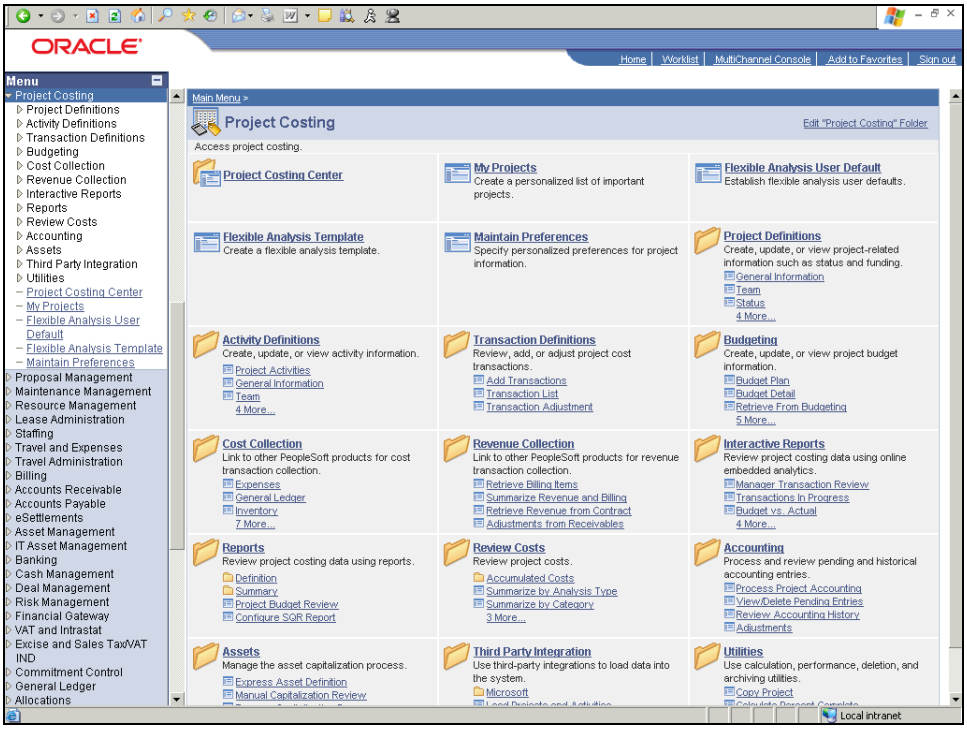
PeopleSoft Project Costing assists in the management of project assets by controlling the costs of each project and transferring capitalized amounts to the PeopleSoft Asset Management product.

In this topic, you will define assets for a project.

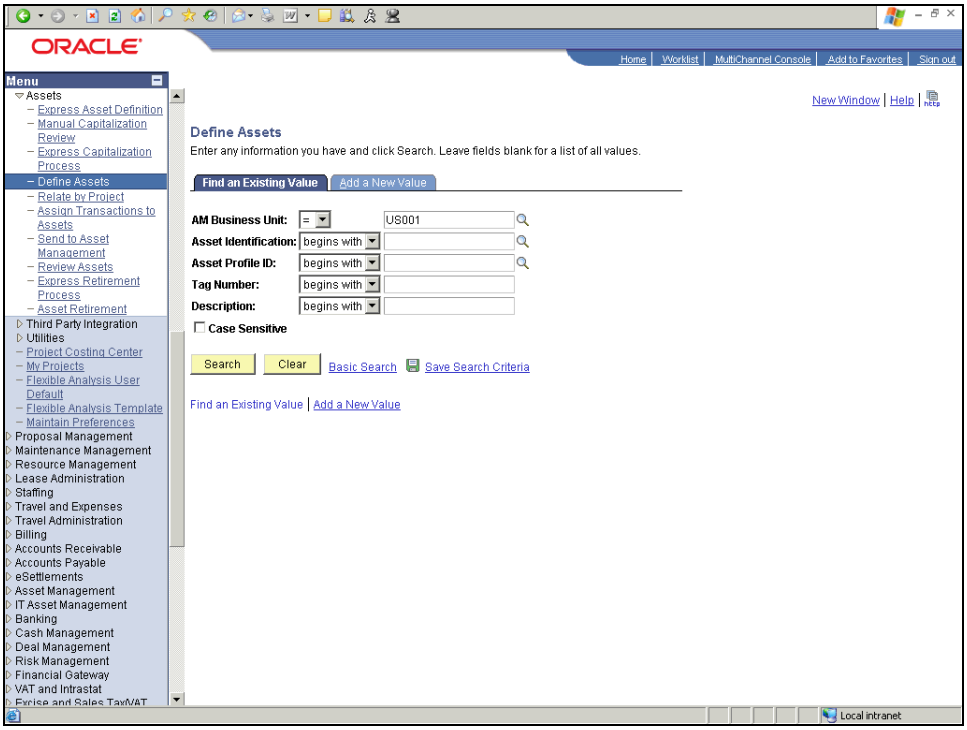
Procedure



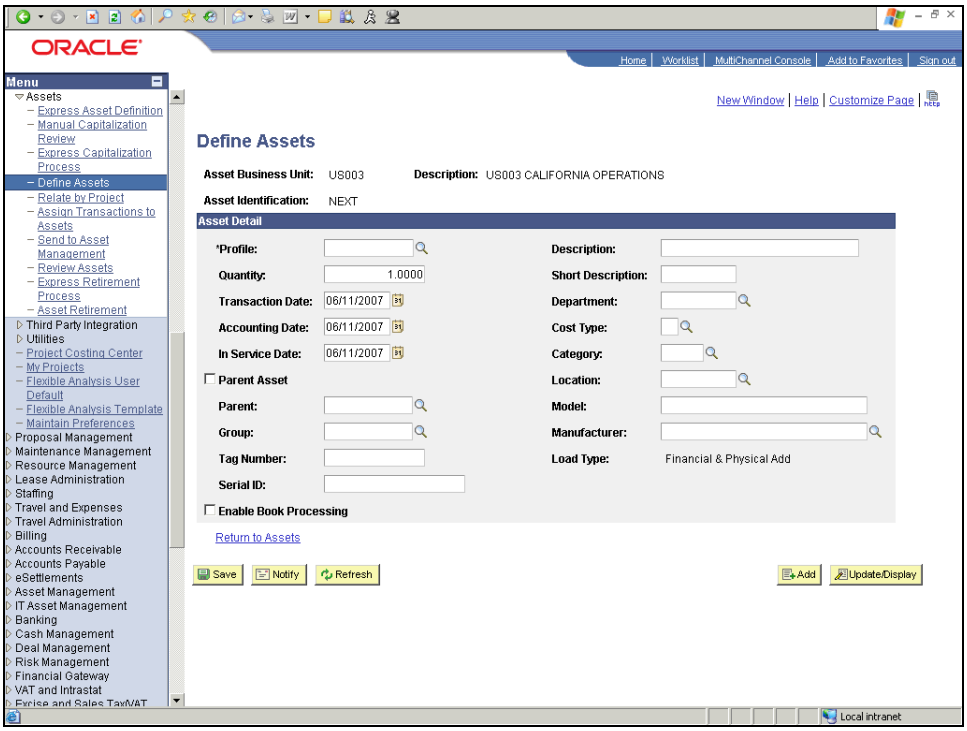
Step	Action
1.	Begin by navigating to the **Define Assets** page. Click the **Project Costing** link. ▷ Project Costing



Step	Action
2.	Click the **Assets** link.
3.	Click the **Define Assets** link.

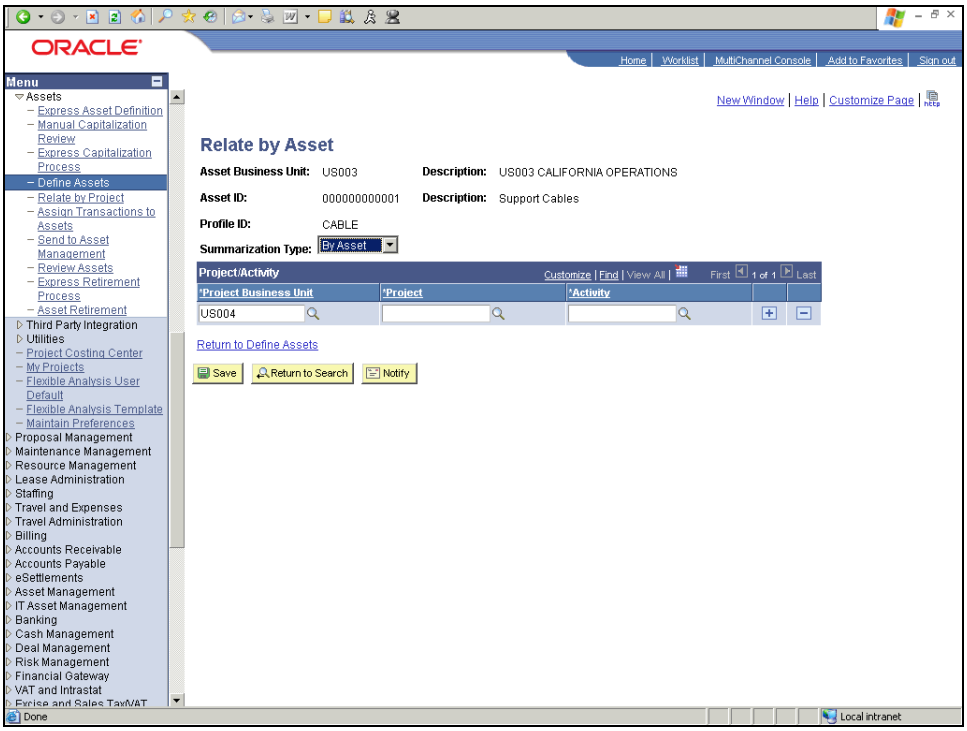


Step	Action
4.	Click the **Add a New Value** tab.
5.	Enter the desired information into the **AM Business Unit** field. Enter "**US003**".
6.	Click the **Add** button. Add
7.	Use the **Define Assets** page to enter the basic data about the specified business unit's asset or profile.



Step	Action
8.	Use the **Profile** field to enter a valid profile value. Enter the desired information into the **Profile** field. Enter "**CABLE**".
9.	Enter a brief description of the asset in the **Description** field. If this field is left blank, it will be populated based on the profile ID entered. Click in the **Description** field.
10.	Enter the desired information into the **Description** field. Enter "**Support Cables**".
11.	Click in the **Quantity** field. 1.0000

Step	Action
12.	Enter the desired information into the **Quantity** field. Enter "**5**".
13.	Click in the **Location** field.
14.	Enter the desired information into the **Location** field. Enter "**US003**".
15.	Click in the **Group** field.
16.	Enter the desired information into the **Group** field. Enter "**GRPID_CABLE**".
17.	Click the **Save** button. 
18.	You have successfully defined the asset. Note that after you save the page, the **Asset Identification** field is populated.
19.	After the asset is defined, you need to link the asset with the project and the activity. Click the **Relate by Asset** link.
20.	Use the **Relate by Asset** page to link the asset with the project and the activity.



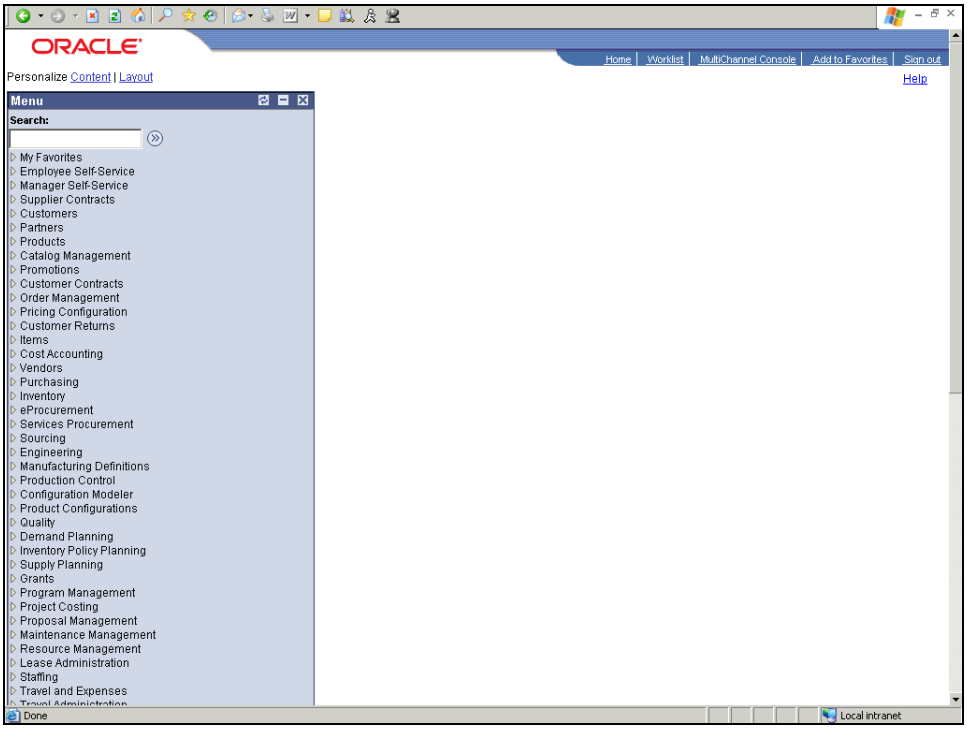
Step	Action
21.	Click in the **Project Business Unit** field. US004
22.	Enter the desired information into the **Project Business Unit** field. Enter "**US003**".
23.	Click in the **Project** field.
24.	Enter the desired information into the **Project** field. Enter "**BUILDING**".
25.	Click in the **Activity** field.
26.	Enter the desired information into the **Activity** field. Enter "**EXCAVATION**".
27.	Click the **Save** button. Save
28.	The asset is now related to the specified business unit, project, and activity. You can add or delete rows as required using the **Add Row** and **Delete Row** buttons.
29.	You have successfully defined an asset and related the asset to the specified project and activity. **End of Procedure.**

Defining Selection Criteria for Resources

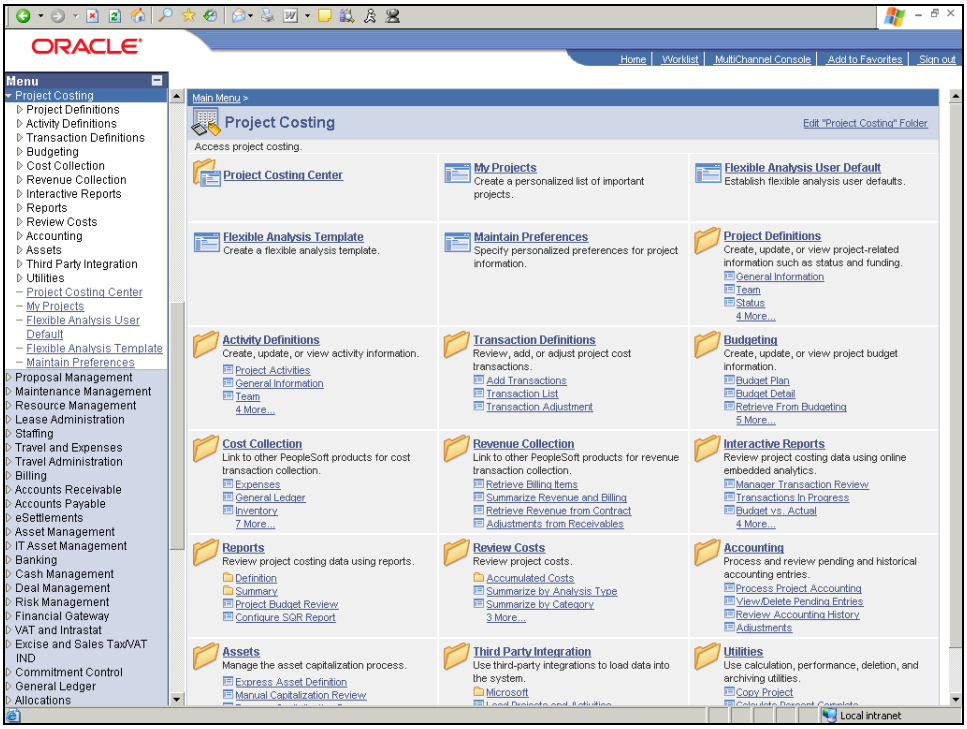
Selection criteria can be used to identify the transactions the you want to combine for asset capitalization purposes. You can define simple or sophisticated criteria for selecting resources for asset assignment.

In this topic, your goal is to define selection criteria for all transactions associated with an activity and project.

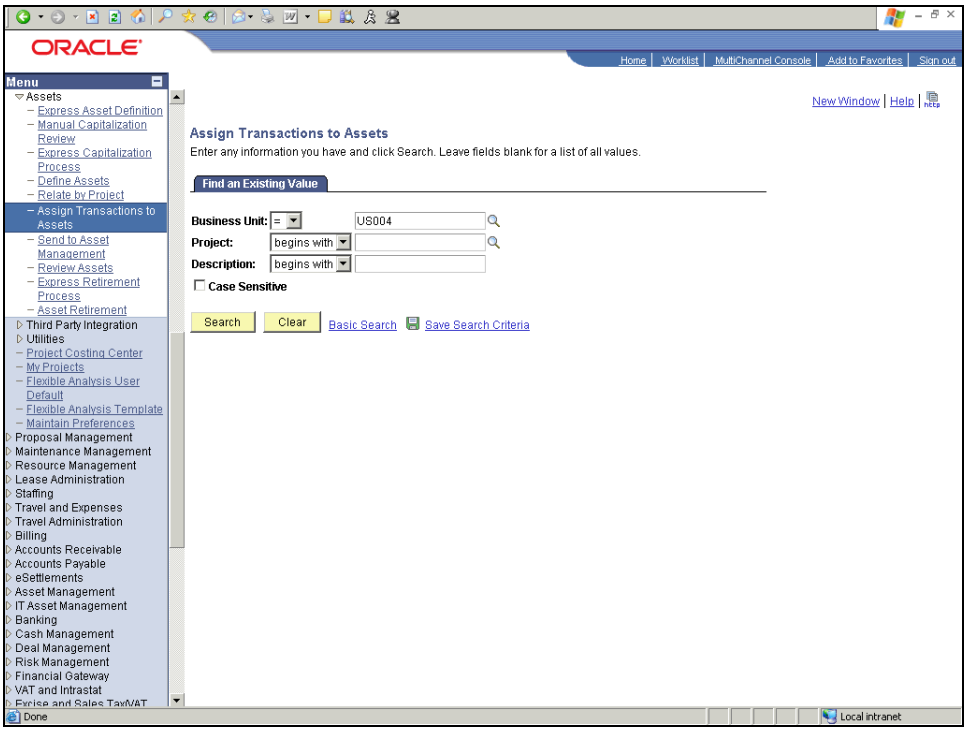
Procedure



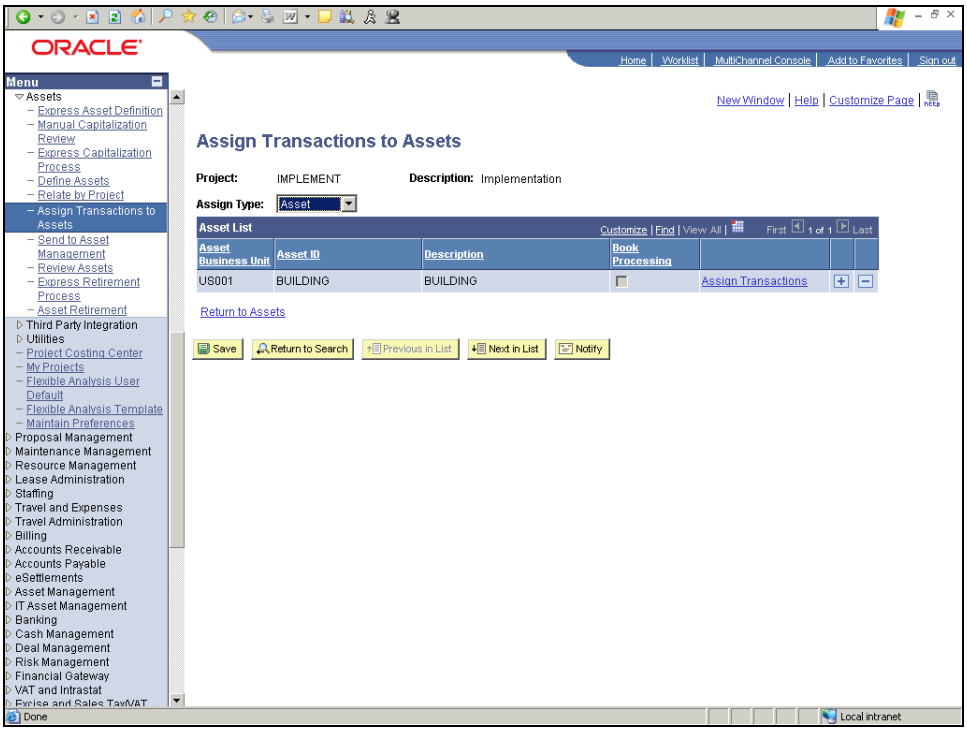
Step	Action
1.	Begin by navigating to the **Standard 1** page. Click the **Project Costing** link. ▷ Project Costing



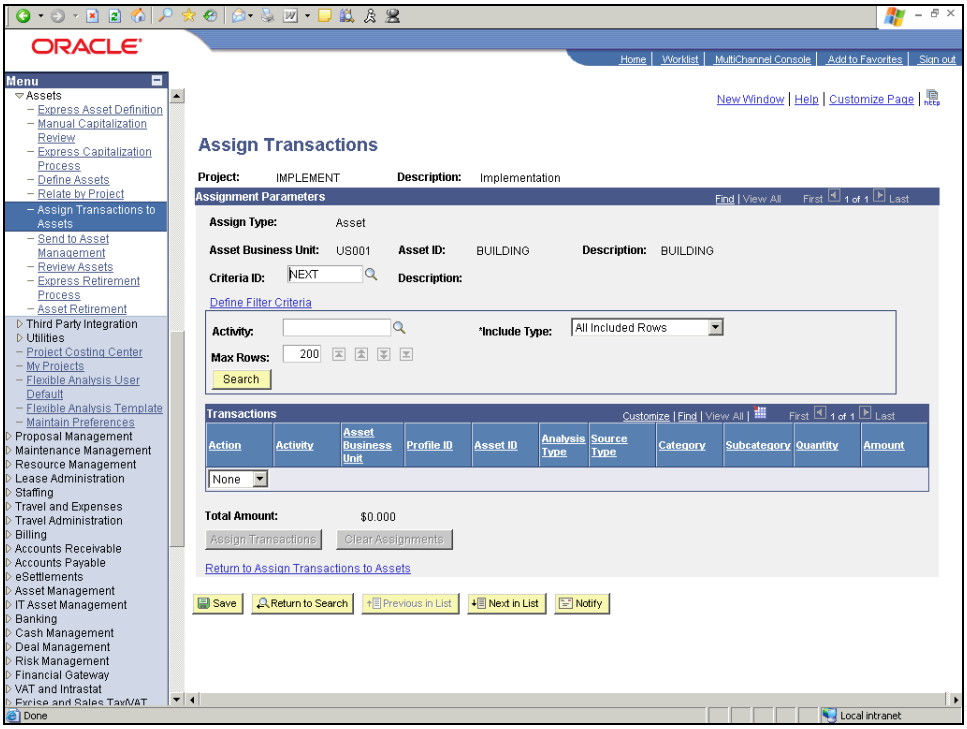
Step	Action
2.	Click the **Assets** link.
3.	Click the **Assign Transactions to Assets** link.



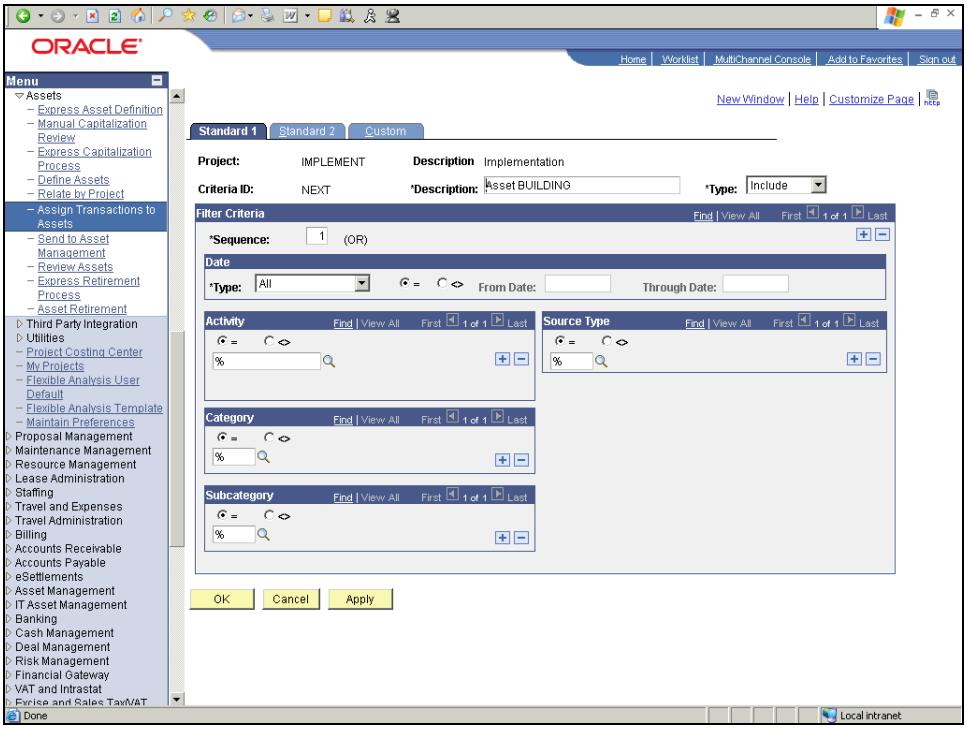
Step	Action
4.	Click in the **Project** field.
5.	Enter the desired information into the **Project** field. Enter "**IMPLEMENT**".
6.	Click the **Search** button. Search



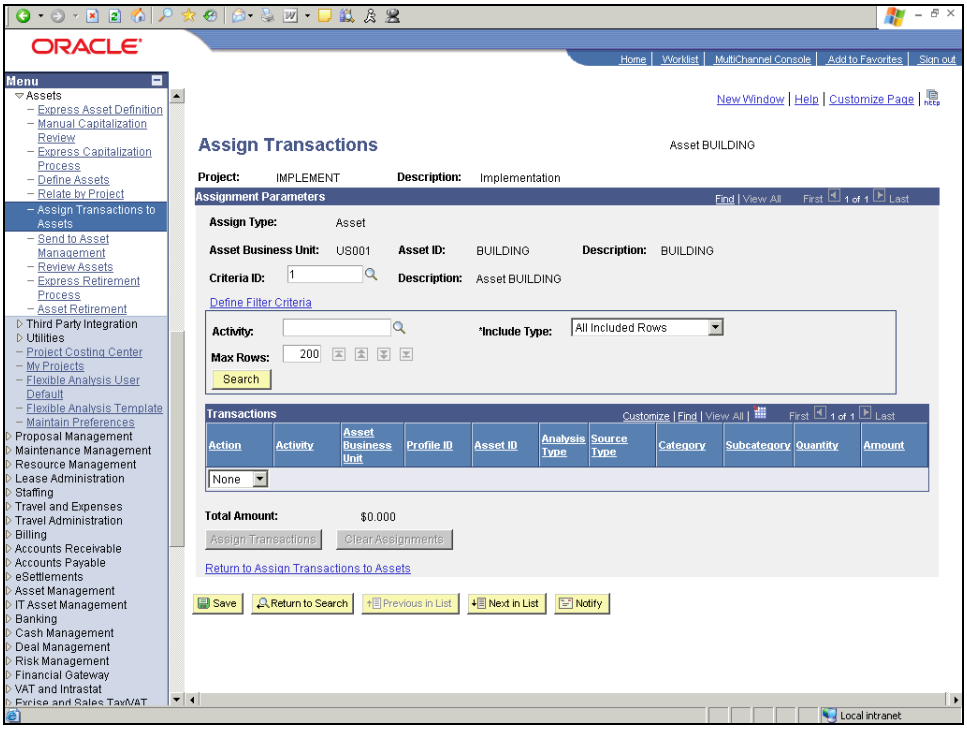
Step	Action
7.	Click the **Assign Transactions** link. Assign Transactions



Step	Action
8.	Click the **Define Filter Criteria** link. Define Filter Criteria
9.	Use the **Standard 1** page to define date, activity, and transaction criteria.
10.	Use the **Type** field to choose to include or exclude transactions that meet the criteria.
11.	Use the **Sequence** field to enter a sequence number. If a row does not meet the criteria in Sequence 1, it will still be included if it meets the criteria in a subsequent sequence.
12.	Use the **Type** field in the **Date** section to select either the Accounting date, the Transaction date, or both.



Step	Action
13.	Click in the **Activity** field. %
14.	Enter the desired information into the **Activity** field. Enter "**EVALUATE**".
15.	Click in the **Source Type** field. %
16.	Enter the desired information into the **Source Type** field. Enter "**MATER**".
17.	Click the **OK** button. OK



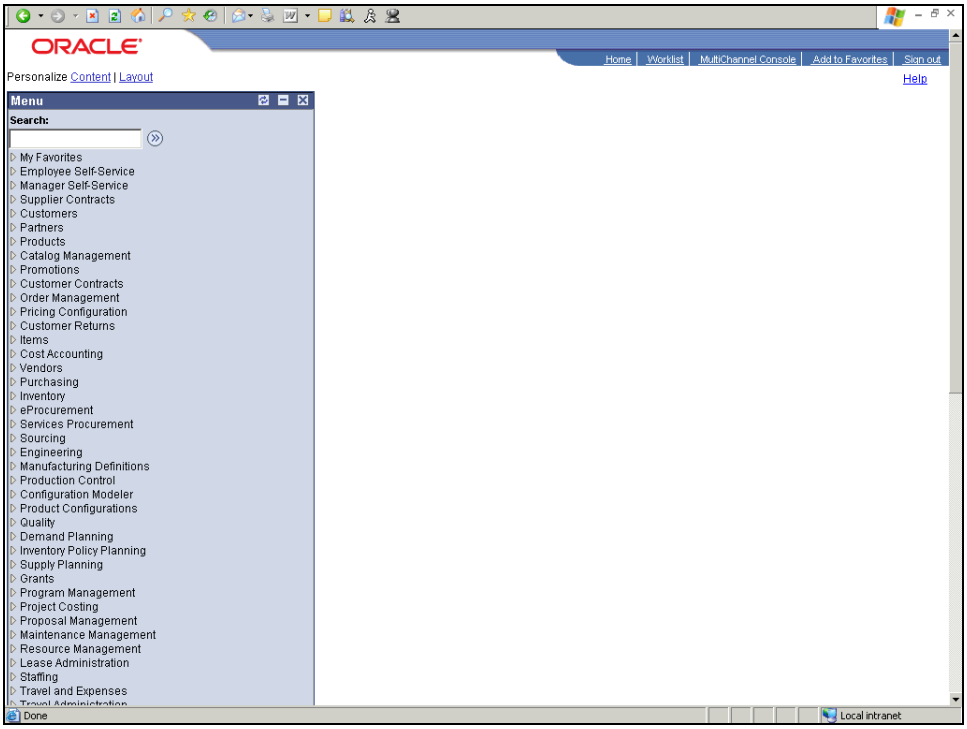
Step	Action
18.	Click the **Save** button. 
19.	You have successfully defined selection criteria for all transactions associated with an activity and project. **End of Procedure.**

Assigning Transactions to Assets

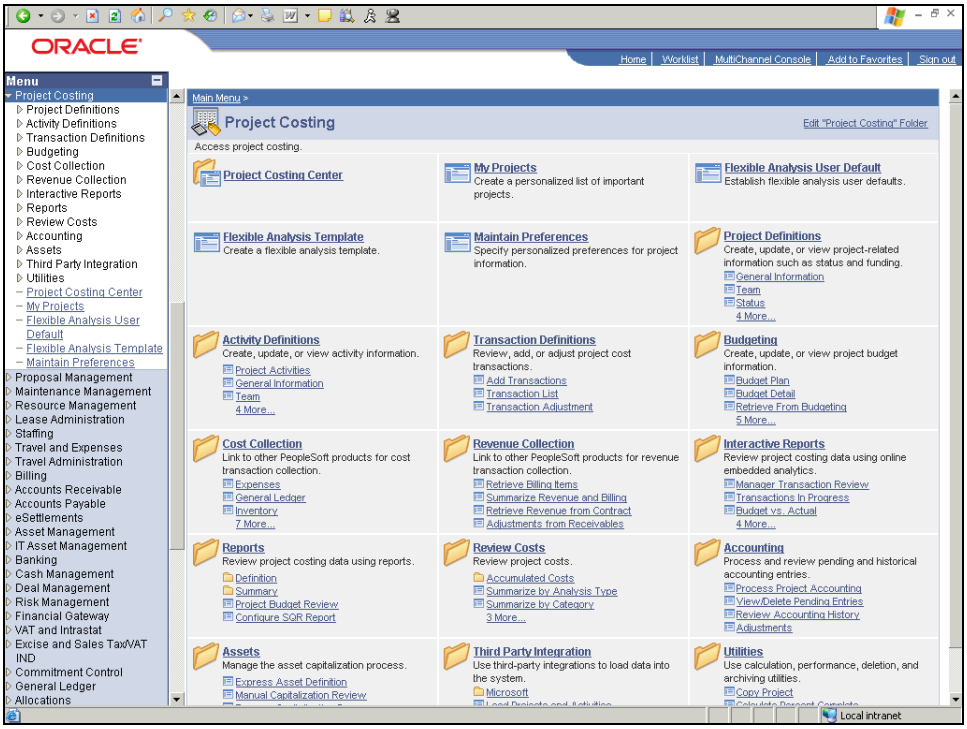
After selecting resources for a project, you assign assets to resources.

In this topic, you will assign an asset to a resource.

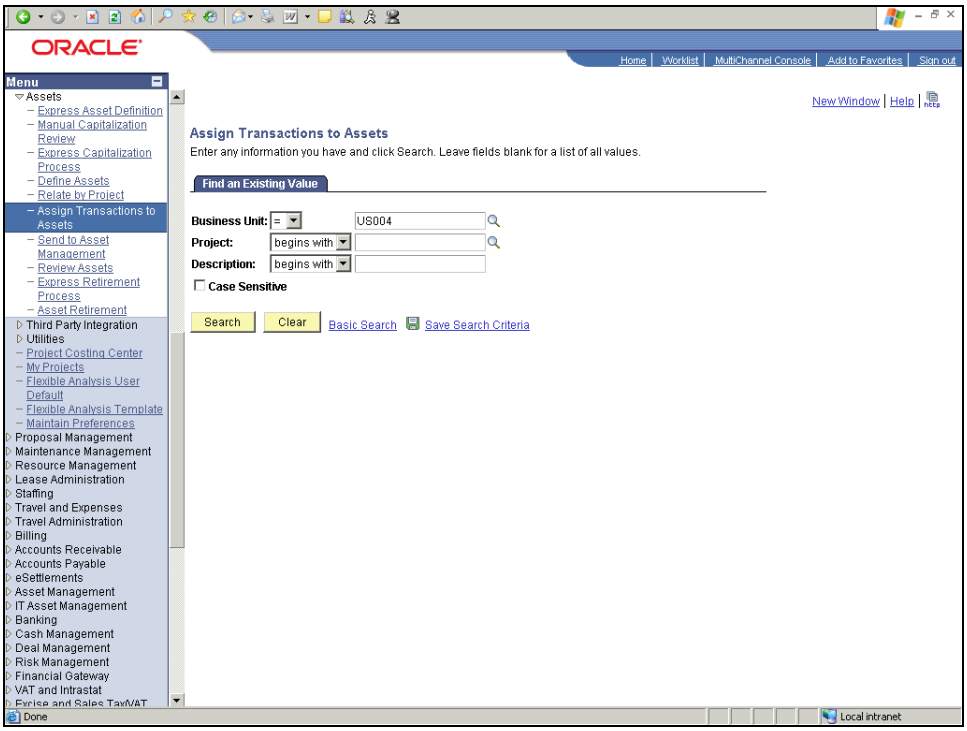
Procedure



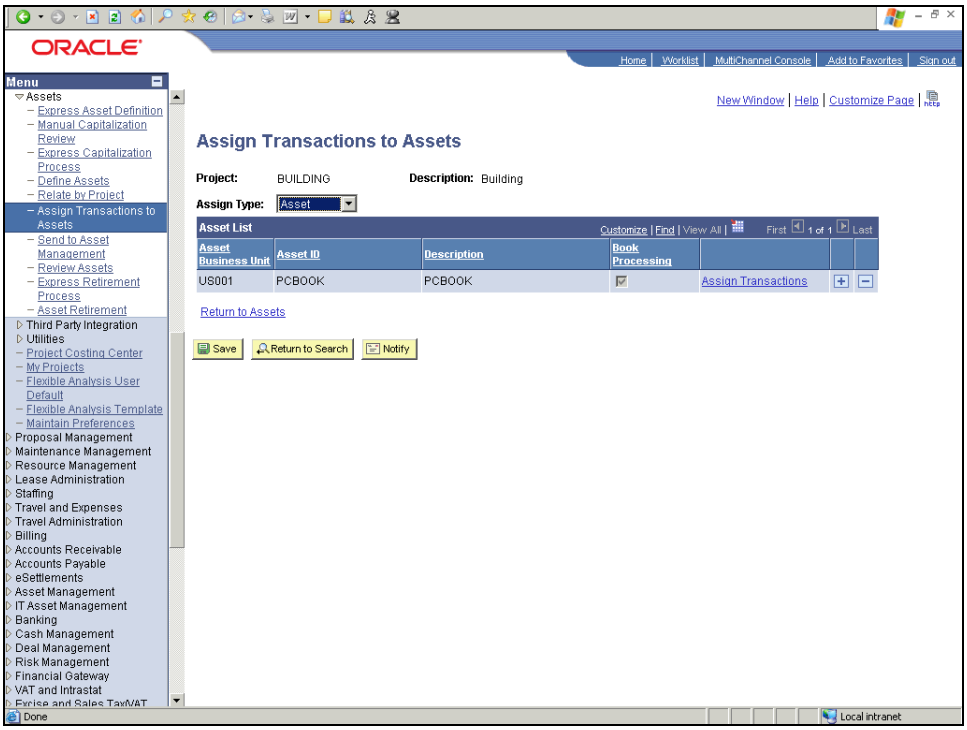
Step	Action
1.	Begin by navigating to the **Assign Transactions to Assets** page. Click the **Project Costing** link. ▷ Project Costing



Step	Action
2.	Click the **Assets** link.
3.	Click the **Assign Transactions to Assets** link.

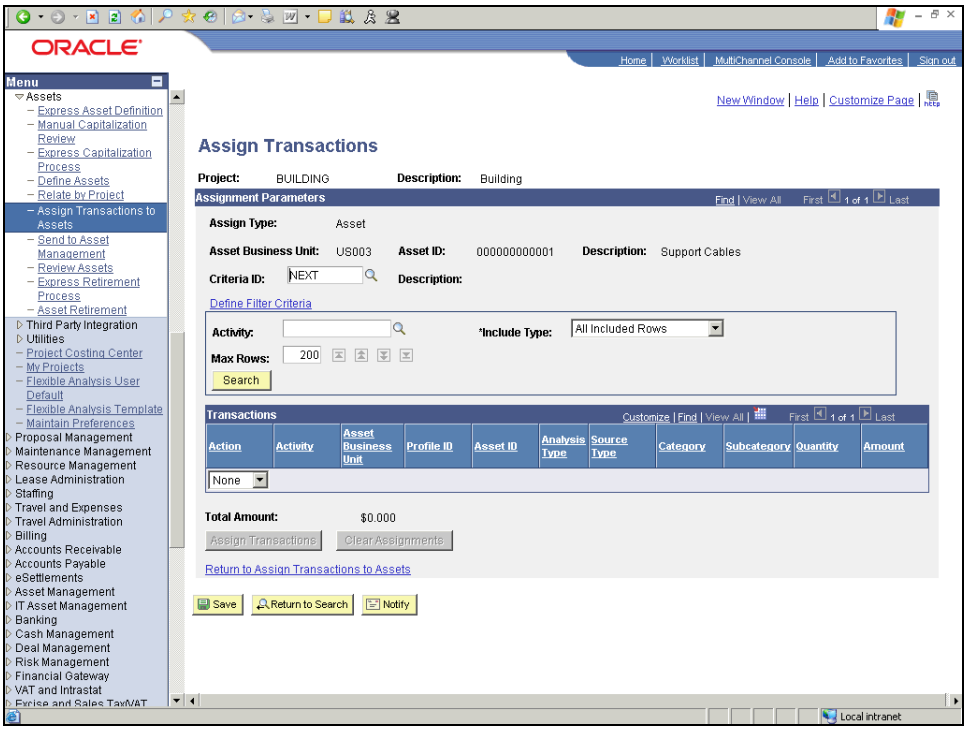


Step	Action
4.	Enter the desired information into the **Business Unit** field. Enter "**US003**".
5.	Click in the **Project** field.
6.	Enter the desired information into the **Project** field. Enter "**BUILDING**".
7.	Click the **Search** button. Search
8.	Use the **Assign Transactions to Assets** page to assign or clear resources to a profile or asset, and view resources that are eligible for asset assignment.



Step	Action
9.	Click the **Add Row** button.
10.	Enter the desired information into the **Asset Business Unit** field. Enter "**US003**".
11.	Click in the **Asset ID** field.
12.	Enter the desired information into the **Asset ID** field. Enter "**000000000001**".
13.	Click the **Save** button. Save

Step	Action
14.	Next, you need to assign an asset to a transaction. Click the **Assign Transactions** link. Assign Transactions
15.	Use the **Assign Transactions** page to assign or clear transactions to a profile or an asset.



Step	Action
16.	Enter the desired information into the **Criteria ID** field. Enter "**1**".
17.	Click the **Save** button. Save
18.	To assign the resources, you first need to view the list of resources. Click the **Search** button. Search
19.	Click the **Action** list. None
20.	Click the **Include** list item. Include

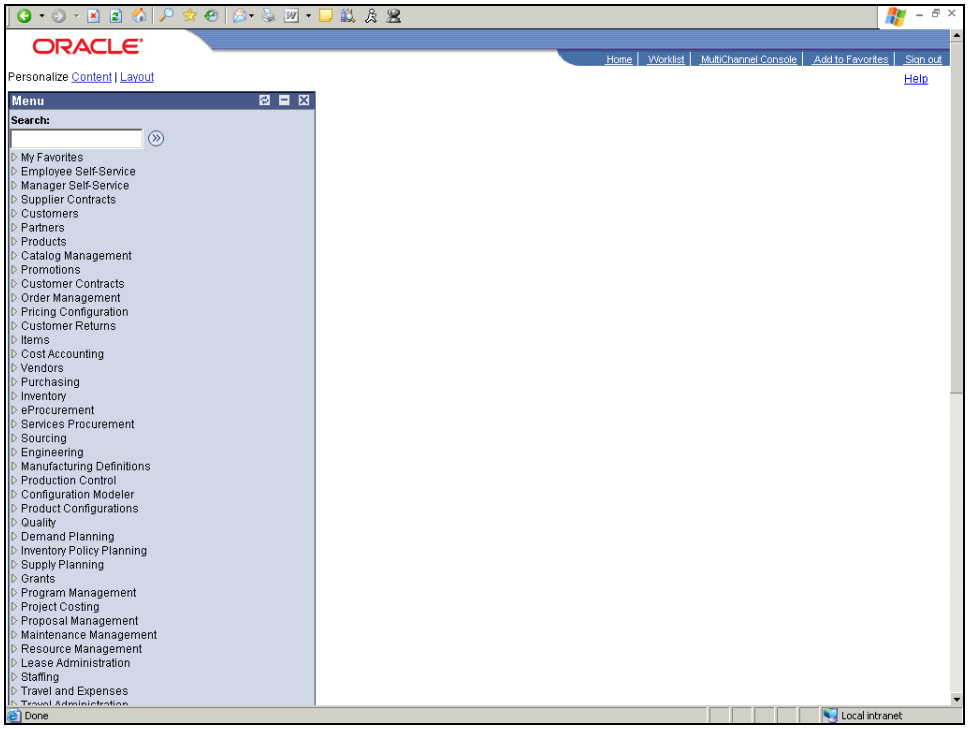
Step	Action
21.	Click the **Assign Transactions** button. Assign Transactions
22.	Clicking the **Yes** button will save all your inclusions. Click the **Yes** button. Yes
23.	Clicking the **OK** button will assign the selected resource rows to the current Asset ID. Click the **OK** button. OK
24.	Note that the **Asset ID** and the **Profile ID** fields now show the required values.
25.	You have successfully assigned the selected resource to an asset. **End of Procedure.**

Viewing Message Log

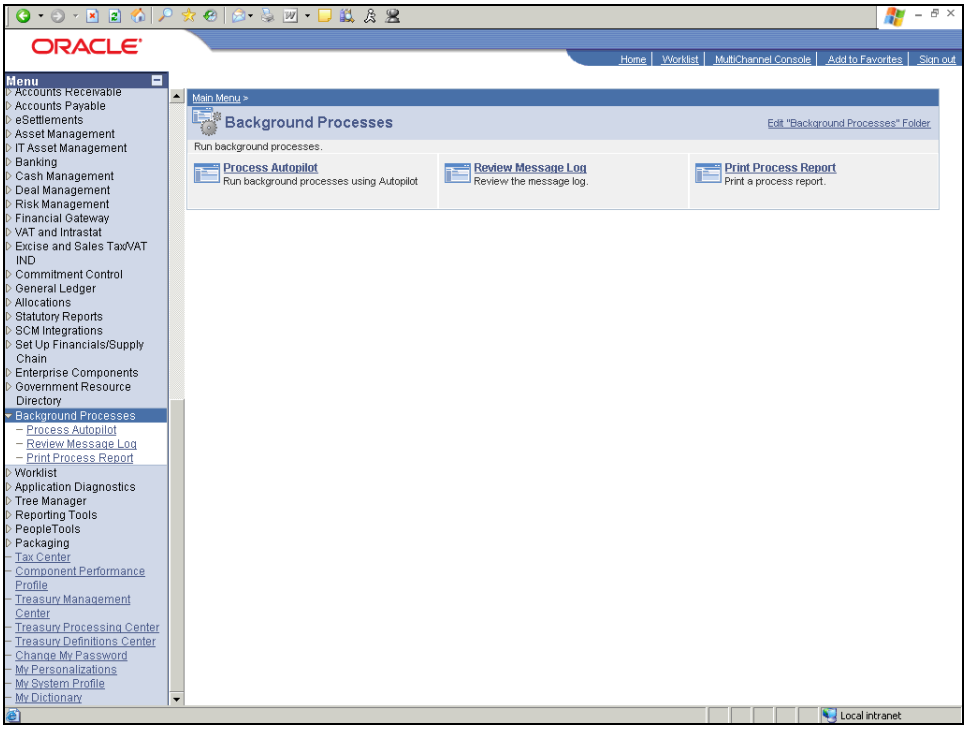
Use the Message Log to troubleshoot allocations and audit allocation information. You can also choose a range of processes to view.

In this topic, you will view the Message Log for a process instance.

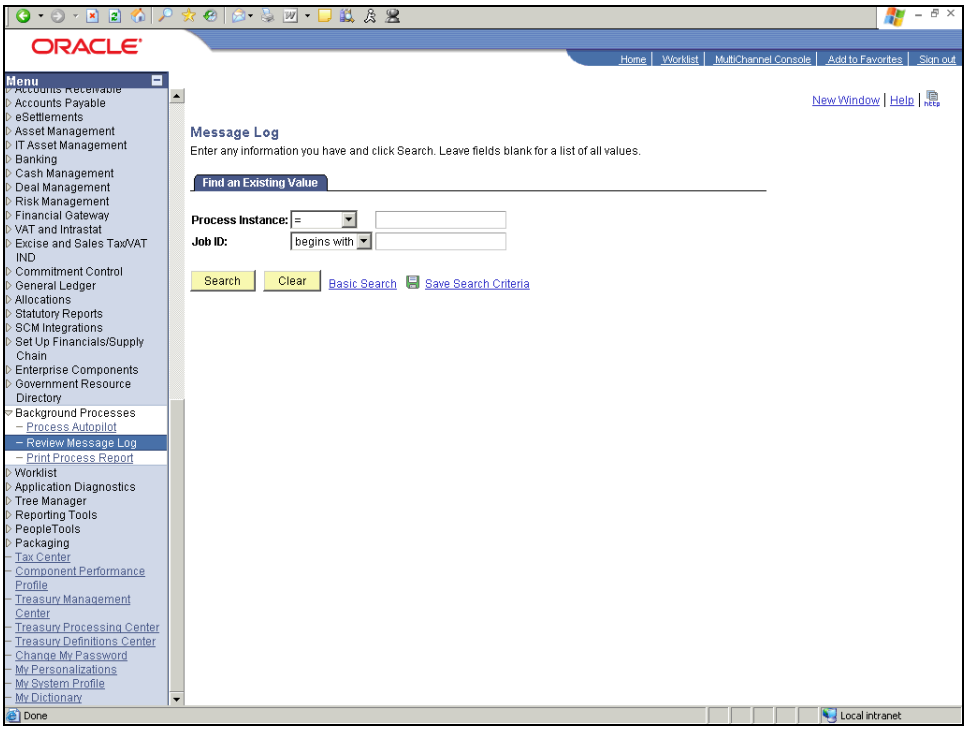
Procedure



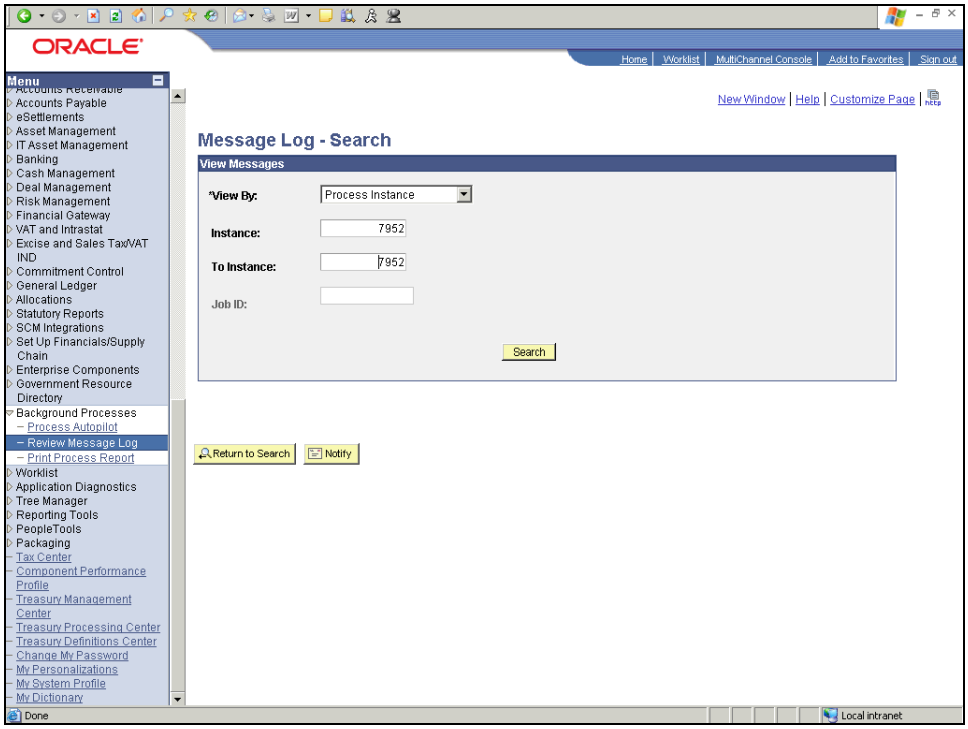
Step	Action
1.	Begin by navigating to the **Message Details** page. Click the **vertical** scrollbar.
2.	Click the **Background Processes** link. ▷ Background Processes



Step	Action
3.	Click the **Review Message Log** link.



Step	Action
4.	Enter the desired information into the **Process Instance** field. Enter "**7952**".
5.	Click the **Search** button. Search
6.	Use the **View By** field to indicate if you want to search based on instance, job ID, or both.



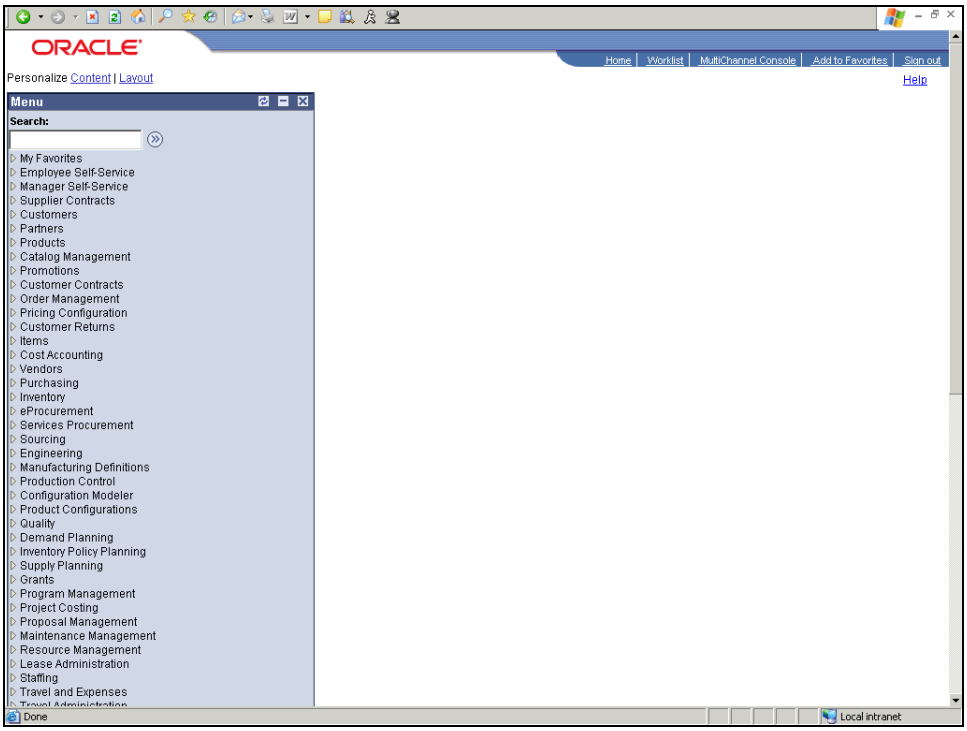
Step	Action
7.	Click the **Search** button. Search
8.	The **Message Details** page displays the process messages, time, and details for the specified process instance.
9.	You have successfully viewed the message log for the specified process. **End of Procedure.**

Sending Data to Asset Management

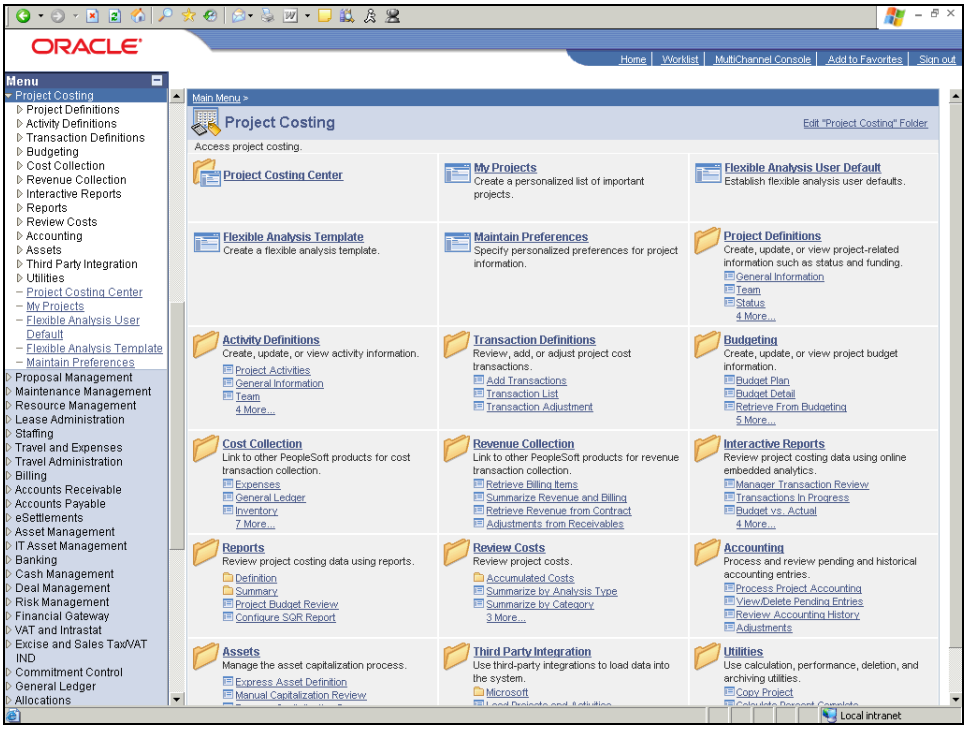
Project Costing enables you to capitalize the assets of a particular project by sending information to Asset Management.

Consider this scenario: You have defined an asset and assigned resources to it. You need to capitalize the assets by sending information to Asset Management. Your goal is to run a new process to send the information to Asset Management in PeopleSoft.

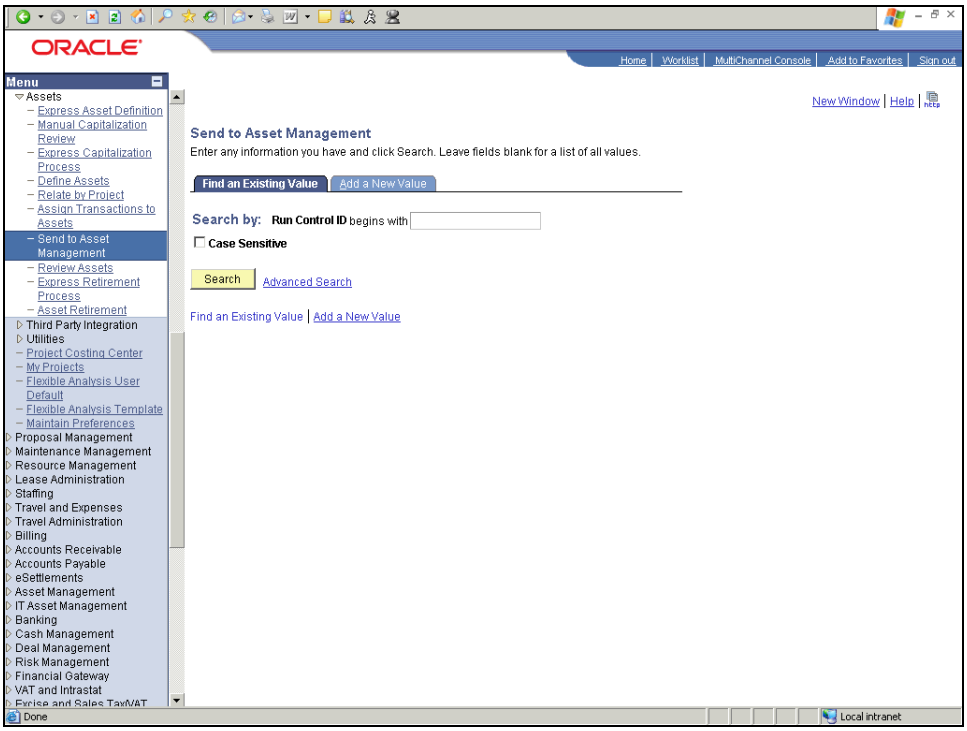
Procedure



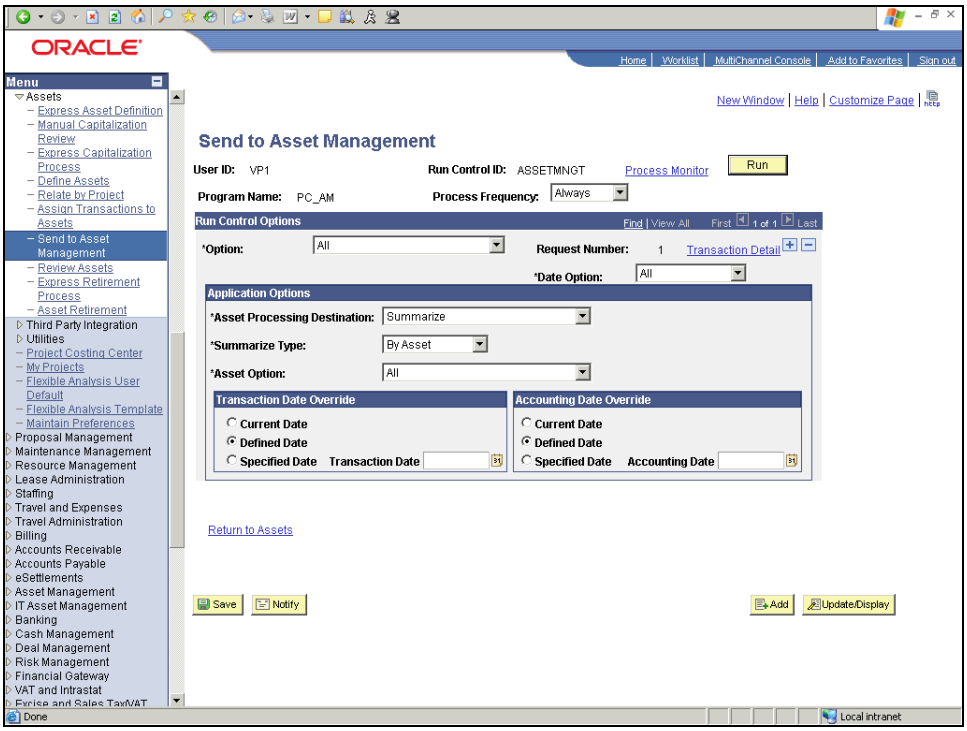
Step	Action
1.	Begin by navigating to the **Send to Asset Management** page. Click the **Project Costing** link. ▷ Project Costing



Step	Action
2.	Click the **Assets** link.
3.	Click the **Send to Asset Management** link.

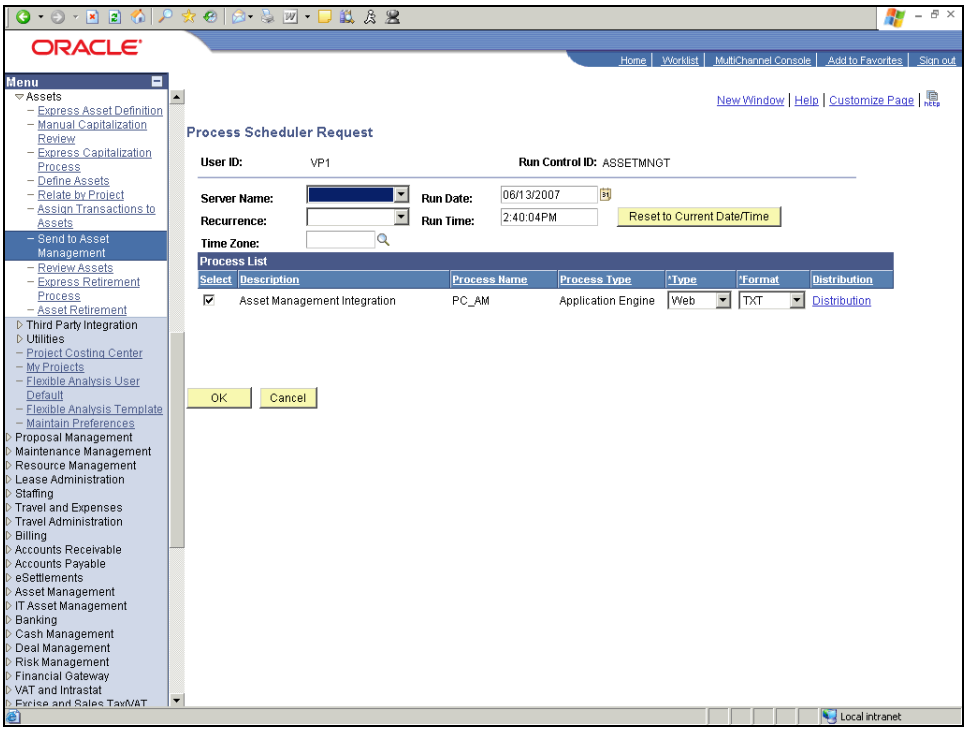


Step	Action
4.	You can run this process by searching for an existing Run Control ID or you can add a new value. Creating a Run Control ID that is relevant to the process may help you remember it for future use. Click the **Add a New Value** tab.
5.	A **Run Control ID** is an identifier that, when paired with your User ID, uniquely identifies the process you are running. The Run Control ID defines parameters that are used when a process is run. This ensures that when a process runs in the background, the system does not prompt you for additional values. Enter the desired information into the **Run Control ID** field. Enter "**ASSETMNGT**".
6.	Click the **Add** button. Add
7.	Use the **Send to Asset Management** page to enter the request parameters. These parameters will be used to define the processing rules and data to be included when the process is run.



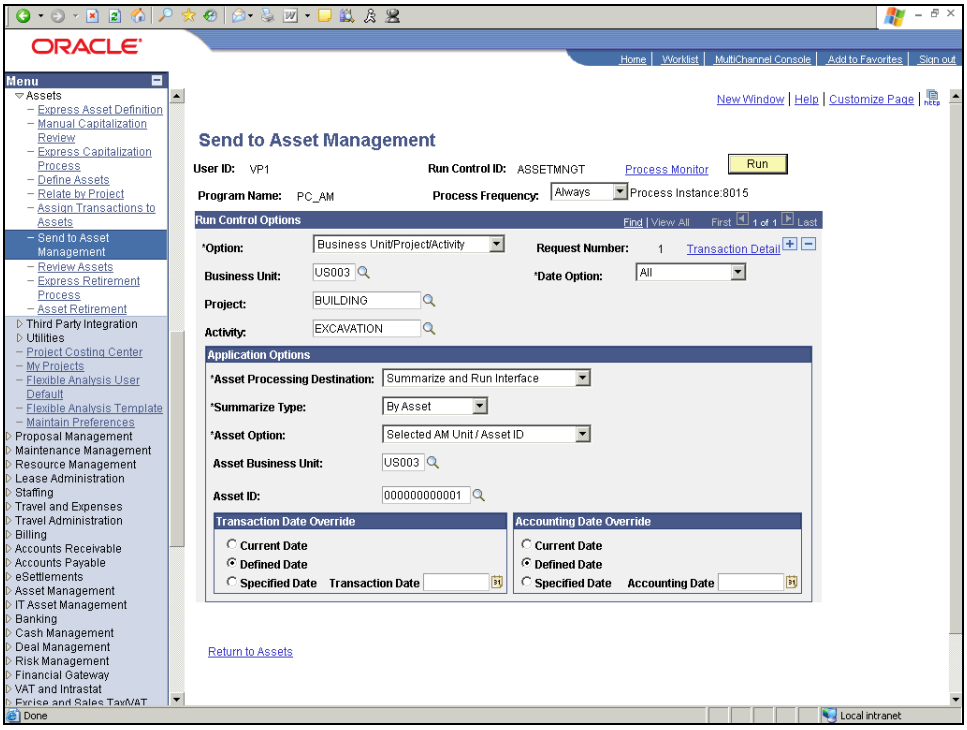
Step	Action
8.	Use the **Option** field to select an option to run the process for all activities or for specific ones. Click the **Option** list. All
9.	Click the **Business Unit/Project/Activity** list item. Business Unit/Project/Activity
10.	Click in the **Business Unit** field.
11.	Enter the desired information into the **Business Unit** field. Enter "**US003**".
12.	Use the **Date Option** field to filter by Accounting Date, Transaction Date, or both.
13.	Click in the **Project** field.
14.	Enter the desired information into the **Project** field. Enter "**BUILDING**".
15.	Click in the **Activity** field.
16.	Enter the desired information into the **Activity** field. Enter "**EXCAVATION**".
17.	Use the **Asset Processing Destination** field to select the option that determines how far the asset data flows into Asset Management. Click the **Asset Processing Destination** list. Summarize
18.	Click the **Summarize and Run Interface** list item. Summarize and Run Interface
19.	Use the **Summarize Type** field to specify a summary type if one of the summarize run options is selected. This determines how the process summarizes transactions.
20.	Use the **Asset Option** field to select from these options to further define the process: **All**: Select to process all transactions that are associated with assets or profiles. **Selected AM Unit**: Select to process all transactions that are associated with assets or profiles that belong to a specific asset business unit. **Selected AM Unit / Asset ID**: Select to process transactions that are associated with a specific asset ID and asset business unit. Click the **Asset Option** list. All
21.	Click the **Selected AM Unit / Asset ID** list item. Selected AM Unit / Asset ID
22.	Click in the **Asset Business Unit** field.
23.	Enter the desired information into the **Asset Business Unit** field. Enter "**US003**".

Step	Action
24.	Click in the **Asset ID** field.
25.	Enter the desired information into the **Asset ID** field. Enter "**000000000001**".
26.	Click the **Run** button. Run
27.	Use the **Process Scheduler Request** page to enter or update parameters, such as server name and process output format.

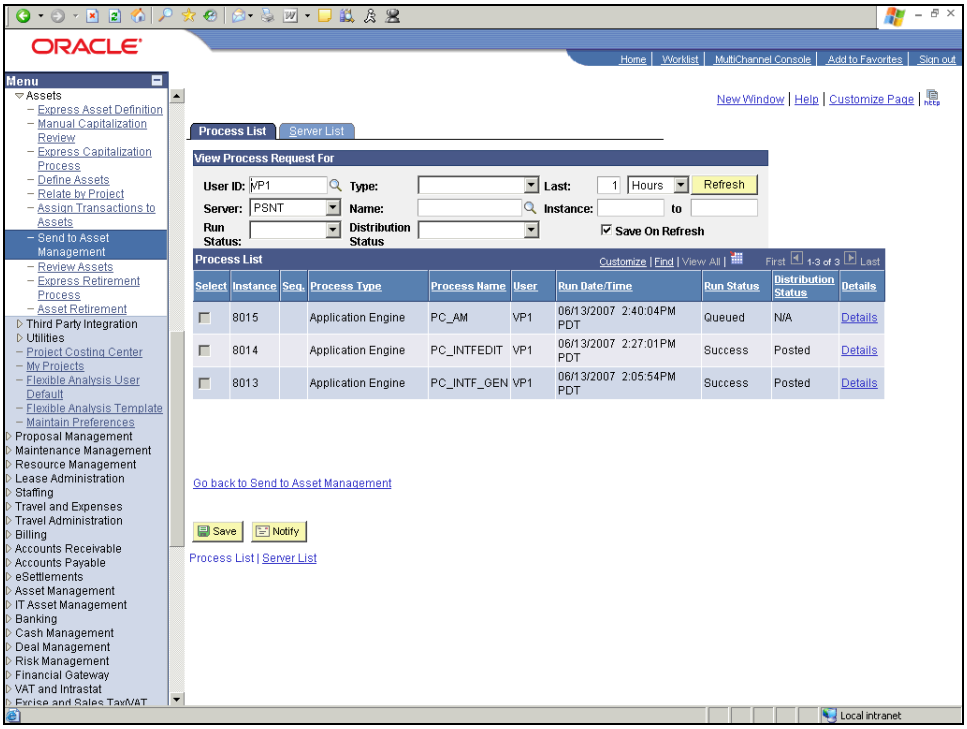


Step	Action
28.	You must select a **Server Name** to identify the server on which the process will run. If you use the same Run Control ID for subsequent processes, the server name that you last used will default in this field. Click the **Server Name** list.
29.	Click the **PSNT** list item. PSNT
30.	Use the **Type** field to select the type of output you want to generate for this job. Your four choices are File, Printer, Email, or Web.

Step	Action
31.	Use the **Format** field to define the output format for the report. The values are dependent upon the Process Type you have selected. In this example, the default value is TXT.
32.	Click the **OK** button. OK
33.	Notice the **Process Instance** number appears. This number helps you identify the process you have run when you check the status.



Step	Action
34.	Click the **Process Monitor** link. Process Monitor
35.	Use the **Process List** page to view the status of submitted process requests.



Step	Action
36.	The current status of the process is Queued. The process is finished when the status is Success. Continue to click the **Refresh** button until the status is Success. Click the **Refresh** button. Refresh
37.	The status is now Success.
38.	You have successfully run the process to send data to Asset Management in PeopleSoft. **End of Procedure.**

Projects Integration with General Ledger

PeopleSoft Project Costing incorporates two-way integration with the PeopleSoft General Ledger module. This integration enables you to transfer and capture accounting information associated with project resources.

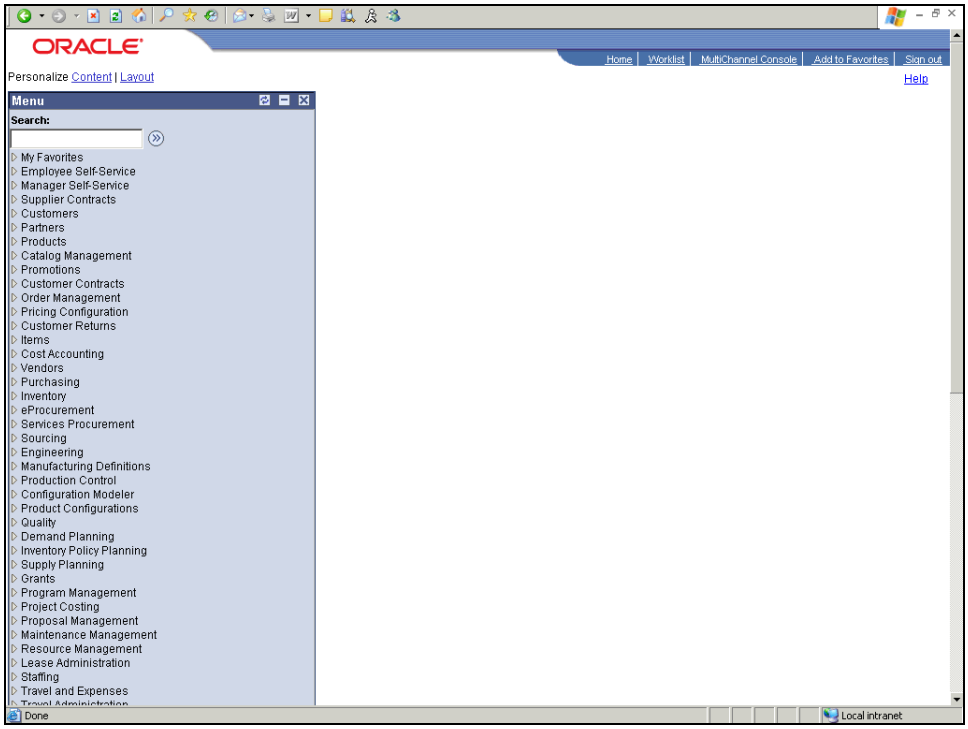
Upon successful completion of this lesson, you will be able to:
- Add a resource to a project.
- Process accounting distributions.
- Create allocation groups.
- Process allocation steps.
- Process allocation requests.

Adding a Resource to a Project

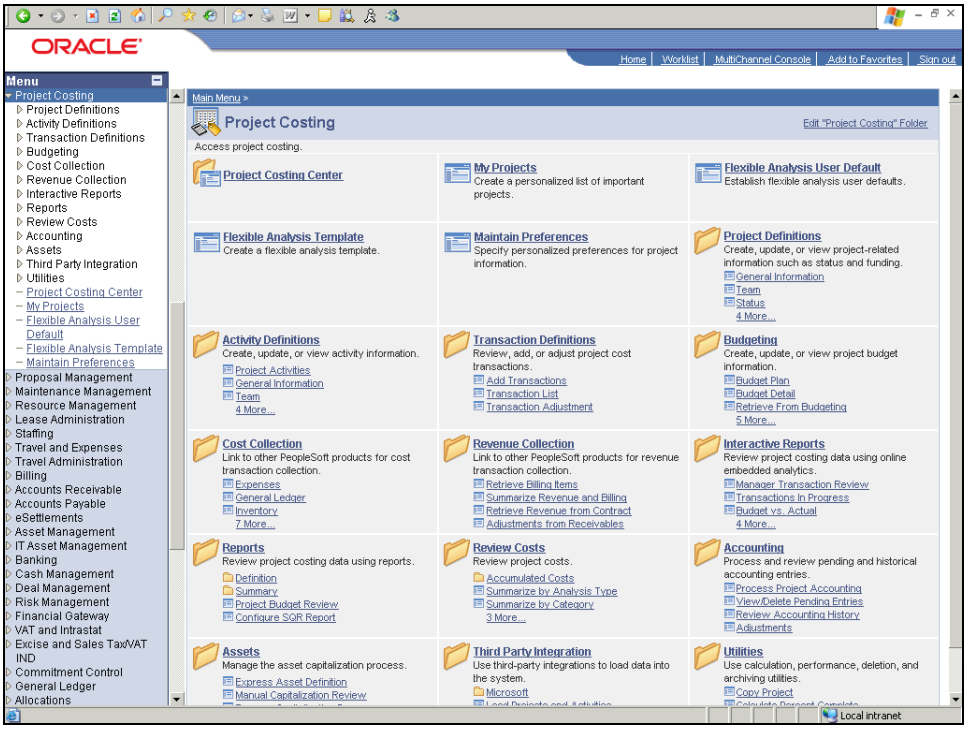
Activities are the subcomponents of a project through which related resource costs can be tracked and analyzed. Use the **Project Activities** page to add resources to a project or activity.

In this topic, you will add a resource to the specified activity and project in PeopleSoft.

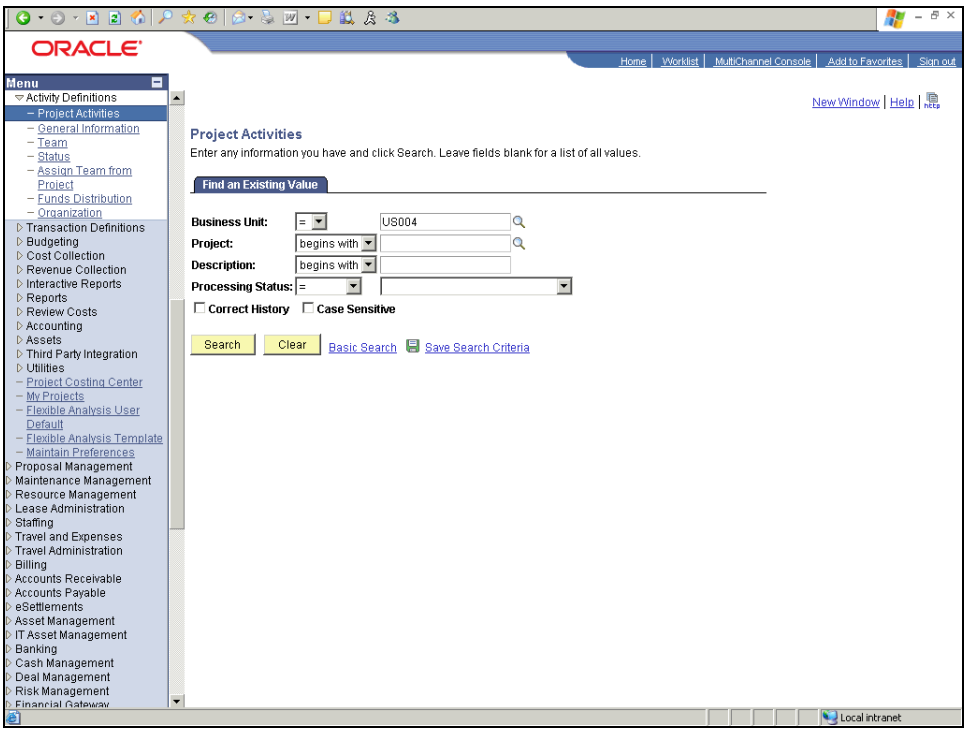
Procedure



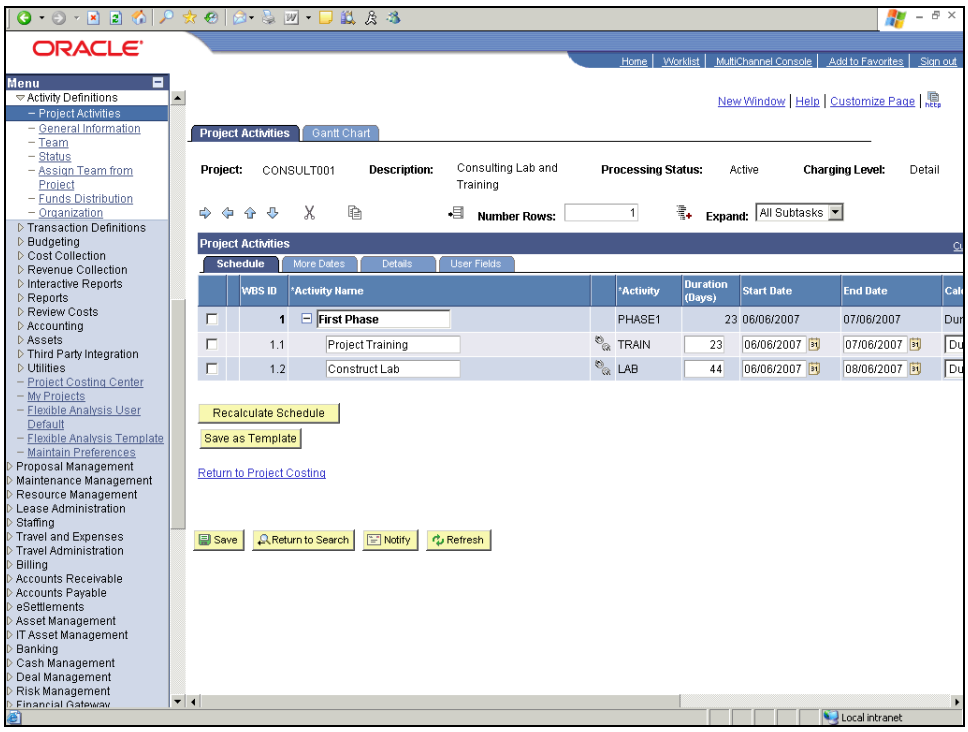
Step	Action
1.	Begin by navigating to the **Project Activities** page. Click the **Project Costing** link. ▷ Project Costing



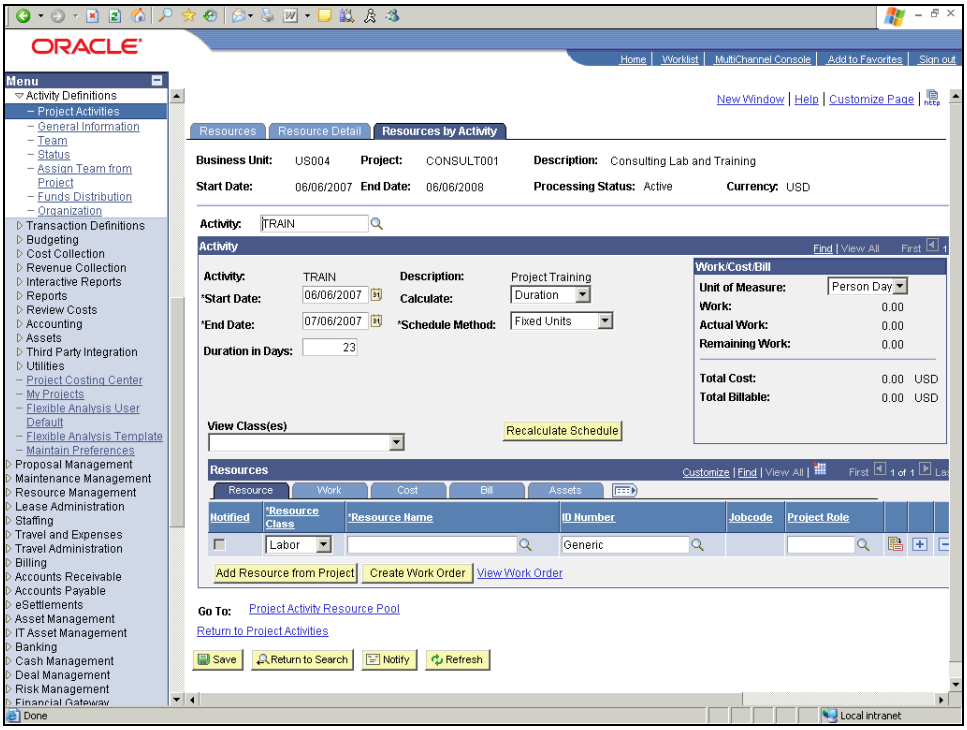
Step	Action
2.	Click the **Project Activities** link. Project Activities



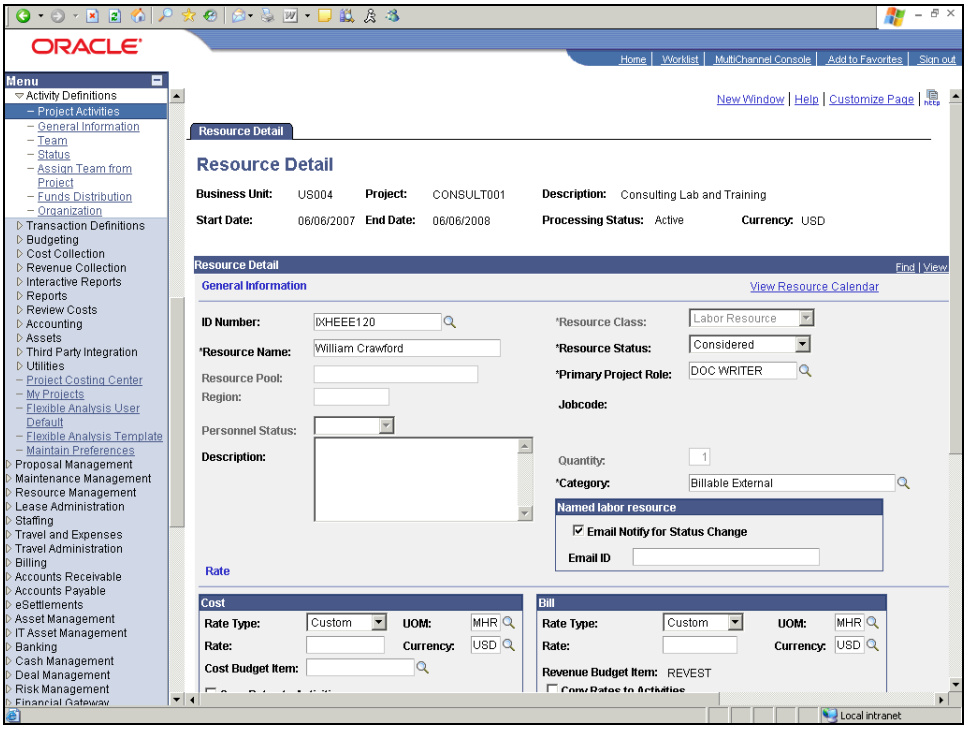
Step	Action
3.	Click in the **Project** field.
4.	Enter the desired information into the **Project** field. Enter "**CONSULT001**".
5.	Click the **Search** button. Search
6.	Use the **Project Activities** page to view all activity information for the specified project and to link a resource to an activity.



Step	Action
7.	Click the **horizontal** scrollbar.
8.	Click the **Drill to Resources by Activity** button.
9.	Use the **Resources by Activity** page to view and edit resources that are assigned to an activity.
10.	Use the **Schedule Method** field to designate the method for calculating the variables that are involved in scheduling labor resources to an activity: fixed work, fixed duration, and fixed units.
11.	Use the **Resource Class** field to indicate if the resource is labor, material or asset.



Step	Action
12.	Click in the **Resource Name** field.
13.	Enter the desired information into the **Resource Name** field. Enter "**William Crawford**".
14.	Click in the **Project Role** field.
15.	Enter the desired information into the **Project Role** field. Enter "**DOC WRITER**".
16.	Click the **Save** button.
17.	Click the **Resource Detail** button.
18.	Use the **Resource Detail** page to view and update the description and assignment schedule for a labor resource. View requested schedule changes for a resource and the activities upon which a resource is working.



Step	Action
19.	Click the **vertical** scrollbar.
20.	Click the **Save** button. 
21.	You have successfully added a resource to the specified project and activity. **End of Procedure.**

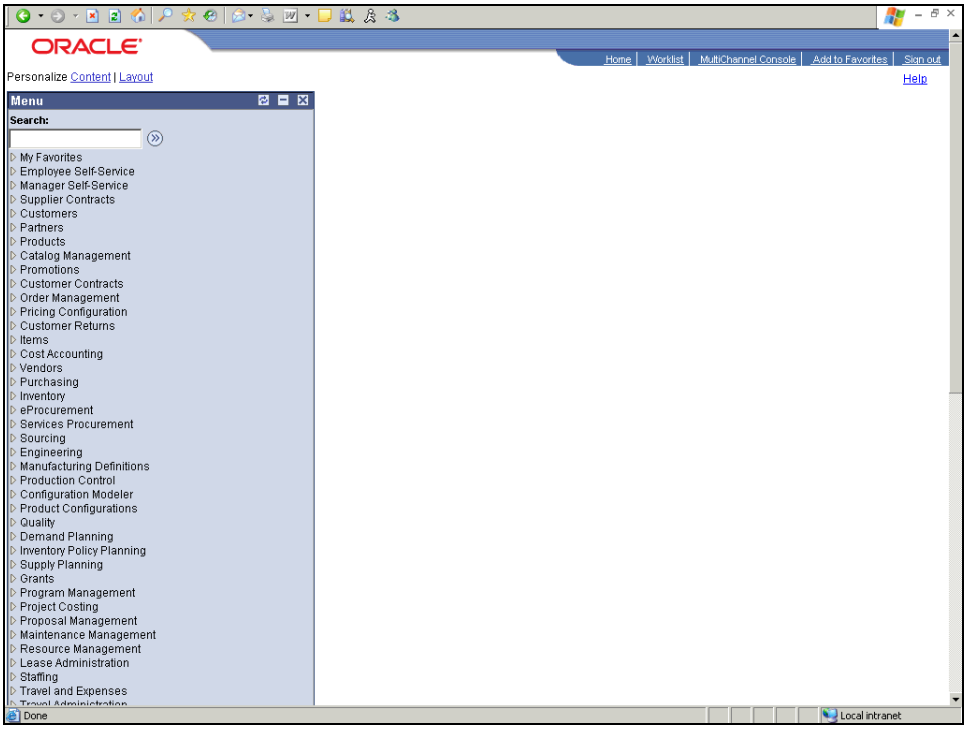
Processing Accounting Distributions

Project Costing has a built-in integration with PeopleSoft General Ledger via the Journal Generator. The basic steps to move resource transactions from Project Costing to General Ledger are:

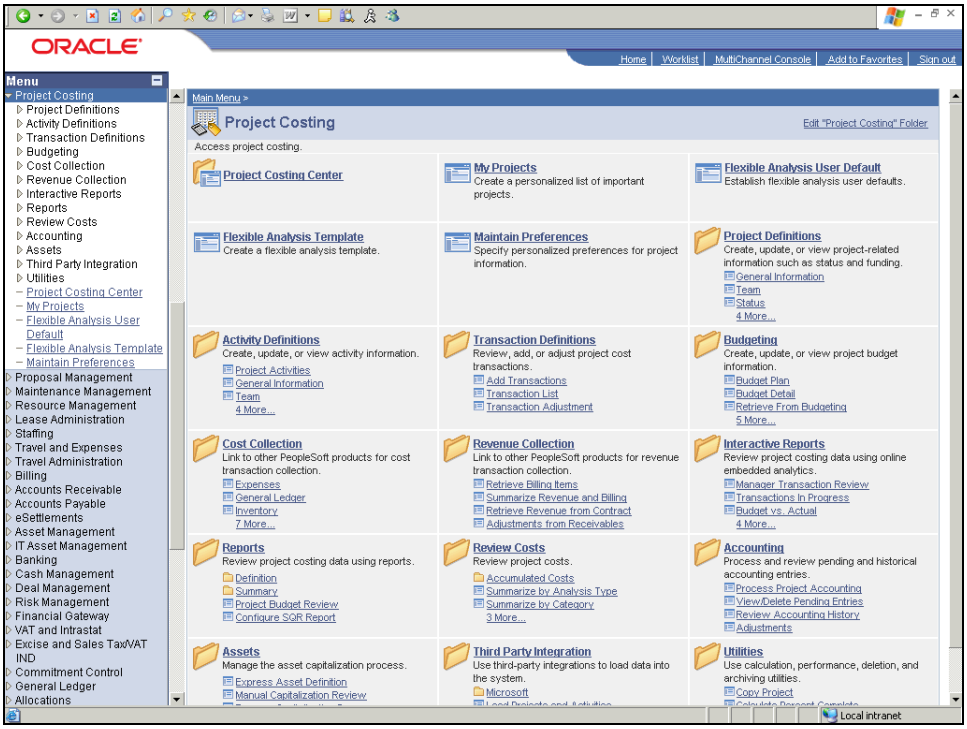
- Distribute the transactions within PeopleSoft Project Costing based on the accounting rules.
- Send the transactions to PeopleSoft General Ledger.
- Retrieve posted journals to PeopleSoft Projects with the PC_GL_TO_PC process.

In this topic, your goal is to process accounting distributions in PeopleSoft.

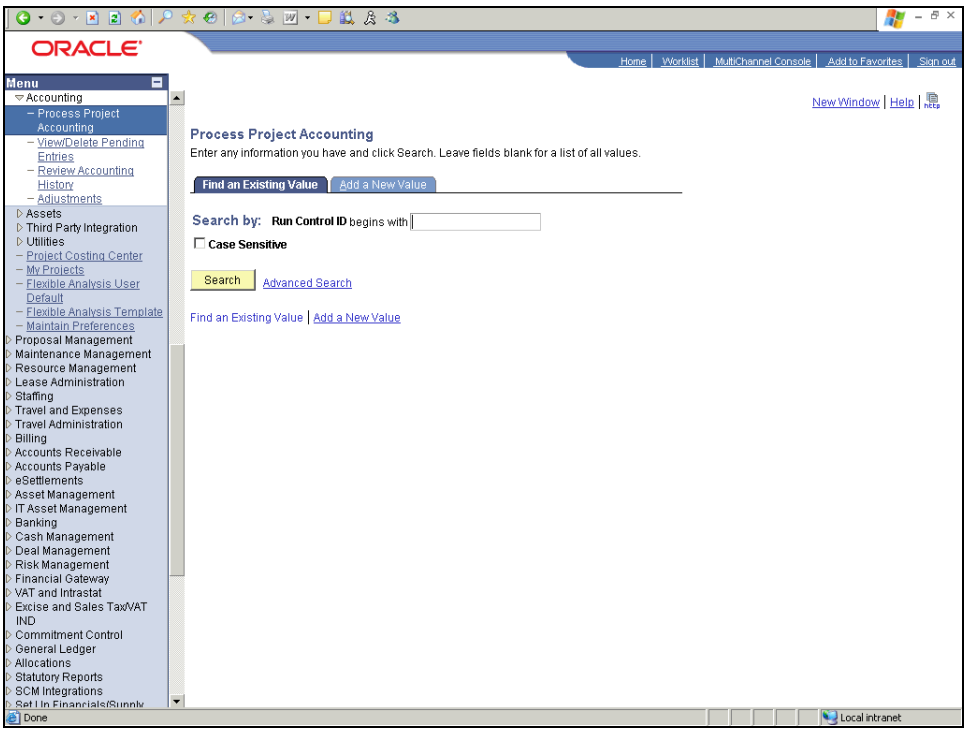
Procedure



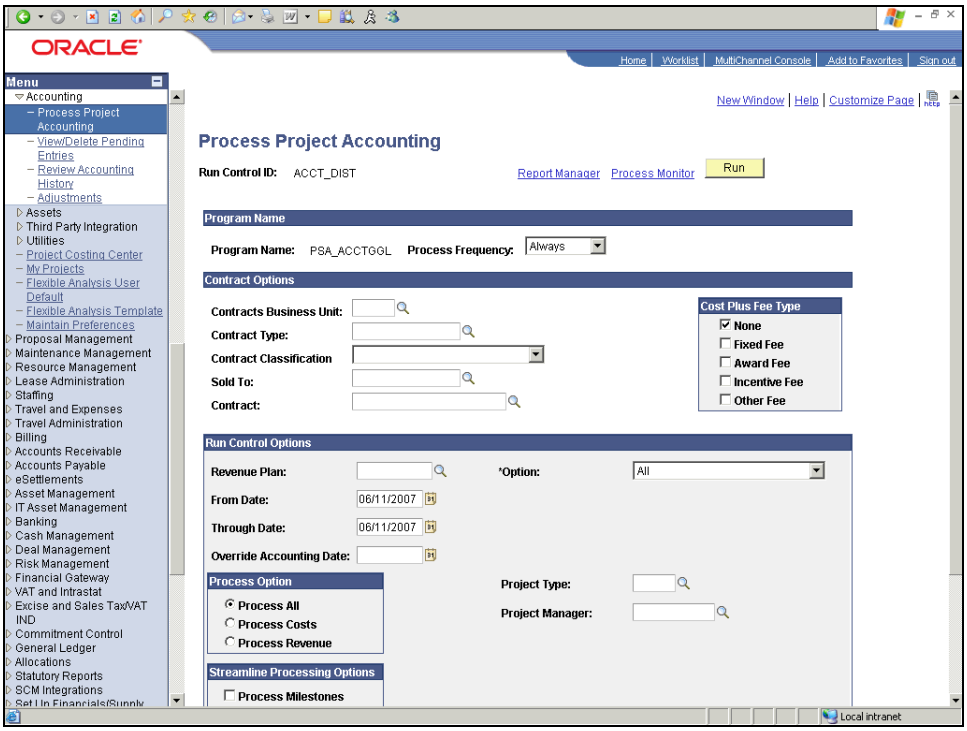
Step	Action
1.	Begin by navigating to the **Process Project Accounting** page. Click the **Project Costing** link. ▷ Project Costing



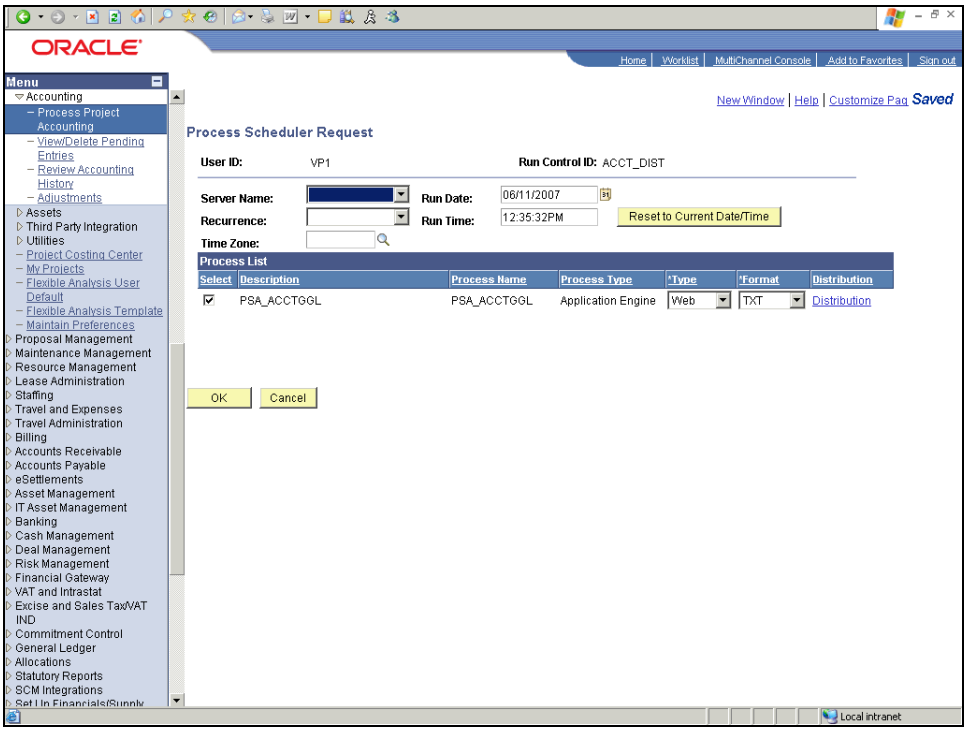
Step	Action
2.	Click the **Process Project Accounting** link. Process Project Accounting



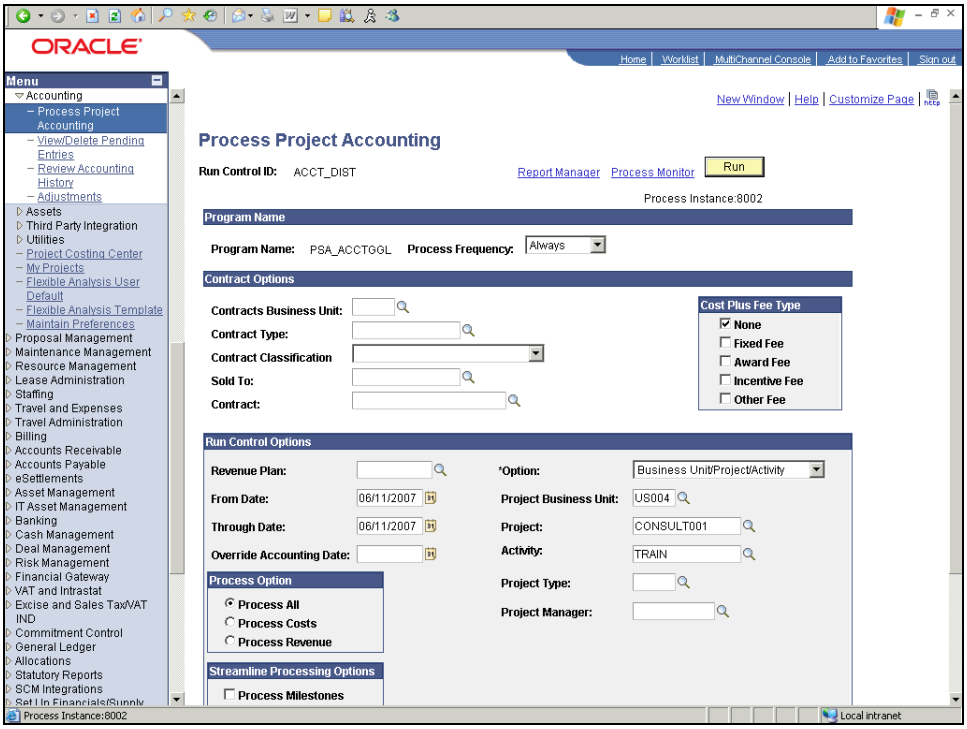
Step	Action
3.	You can run this process by searching for an existing Run Control ID or you can add a new value. Creating a Run Control ID that is relevant to the process may help you remember it for future use. Click the **Add a New Value** tab.
4.	A **Run Control ID** is an identifier that, when paired with your User ID, uniquely identifies the process you are running. The Run Control ID defines parameters that are used when a process is run. This ensures that when a process runs in the background, the system does not prompt you for additional values. Enter the desired information into the **Run Control ID** field. Enter "**ACCT_DIST**".
5.	Click the **Add** button. Add
6.	Use the **Process Project Accounting** page to enter the request parameters. These parameters will be used to define the processing rules and data to be included when the process is run.



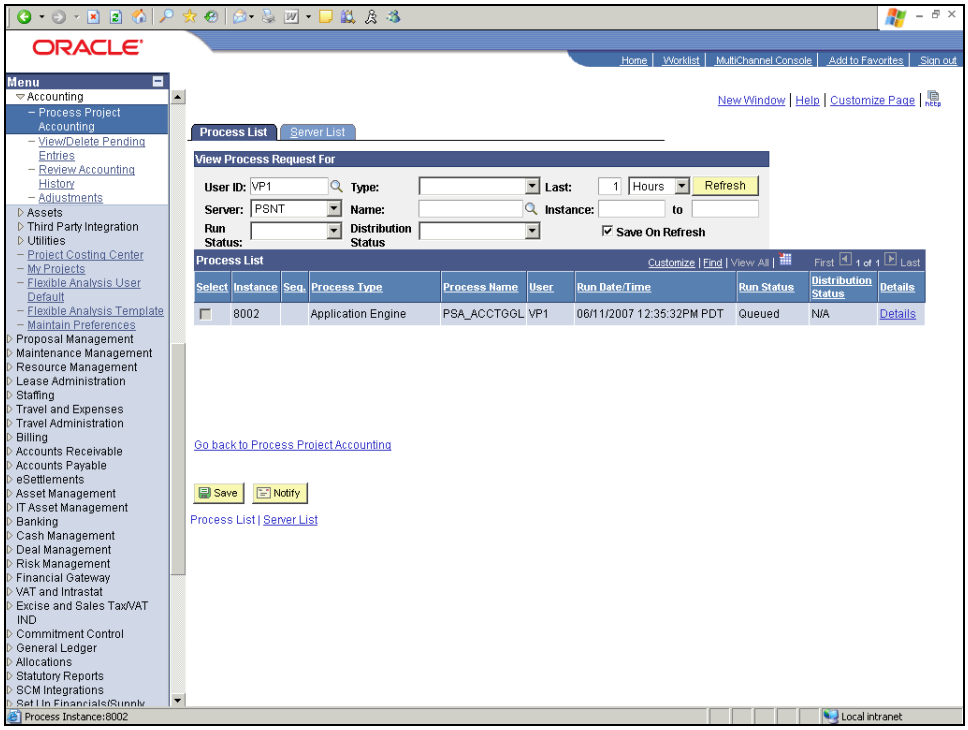
Step	Action
7.	Use the **Option** field to select a project business unit, project, or activity option to restrict processing to these values. Click the **Option** list. All
8.	Click the **Business Unit/Project/Activity** list item. Business Unit/Project/Activity
9.	Click in the **Project Business Unit** field.
10.	Enter the desired information into the **Project Business Unit** field. Enter "**US004**".
11.	Click in the **Project** field.
12.	Enter the desired information into the **Project** field. Enter "**CONSULT001**".
13.	Click in the **Activity** field.
14.	Enter the desired information into the **Activity** field. Enter "**TRAIN**".
15.	Click the **Run** button. Run
16.	Use the **Process Scheduler Request** page to enter or update parameters, such as server name and process output format.



Step	Action
17.	You must select a **Server Name** to identify the server on which the process will run. If you use the same Run Control ID for subsequent processes, the server name that you last used will default in this field. Click the **Server Name** list.
18.	Click the **PSNT** list item. PSNT
19.	Use the **Type** field to select the type of output you want to generate for this job. Your four choices are File, Printer, Email, or Web.
20.	Use the **Format** field to define the output format for the report. The values are dependent upon the Process Type you have selected. In this example, the default value is TXT.
21.	Click the **OK** button. OK
22.	Notice the **Process Instance** number appears. This number helps you identify the process you have run when you check the status.



Step	Action
23.	Click the **Process Monitor** link. Process Monitor
24.	Use the **Process List** page to view the status of submitted process requests.



Step	Action
25.	The current status of the process is Queued. The process is finished when the status is Success. Continue to click the **Refresh** button until the status is Success. Click the **Refresh** button. Refresh
26.	The status is now Success.
27.	You have successfully processed accounting distributions for the specified project. **End of Procedure.**

Creating Allocation Groups

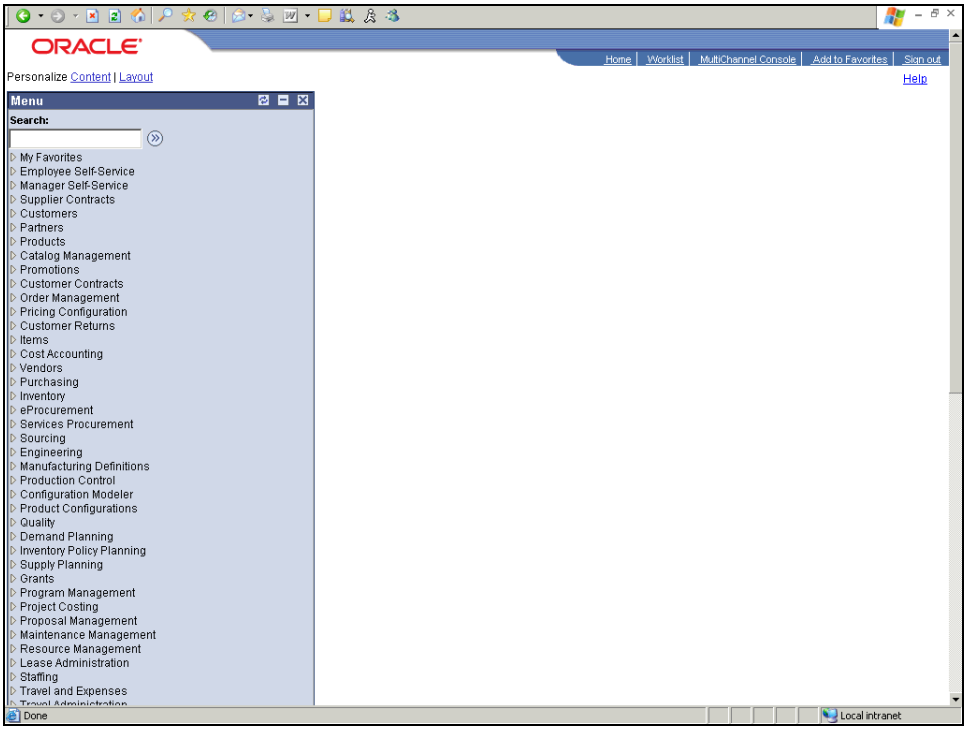
When you share assets and expenses across a company, you must allocate those resources to individual departments or business units. You allocate resources in a manner that is relevant to your company, such as head count or revenues. You may even want to allocate certain administrative expenses to projects or to product lines as well as to departments or business units.

PeopleSoft enables you to allocate assets or expenses based on specific fixed amounts or on amounts specified in a general ledger account. You must create an allocation step before you can select it for the processing group sequence.

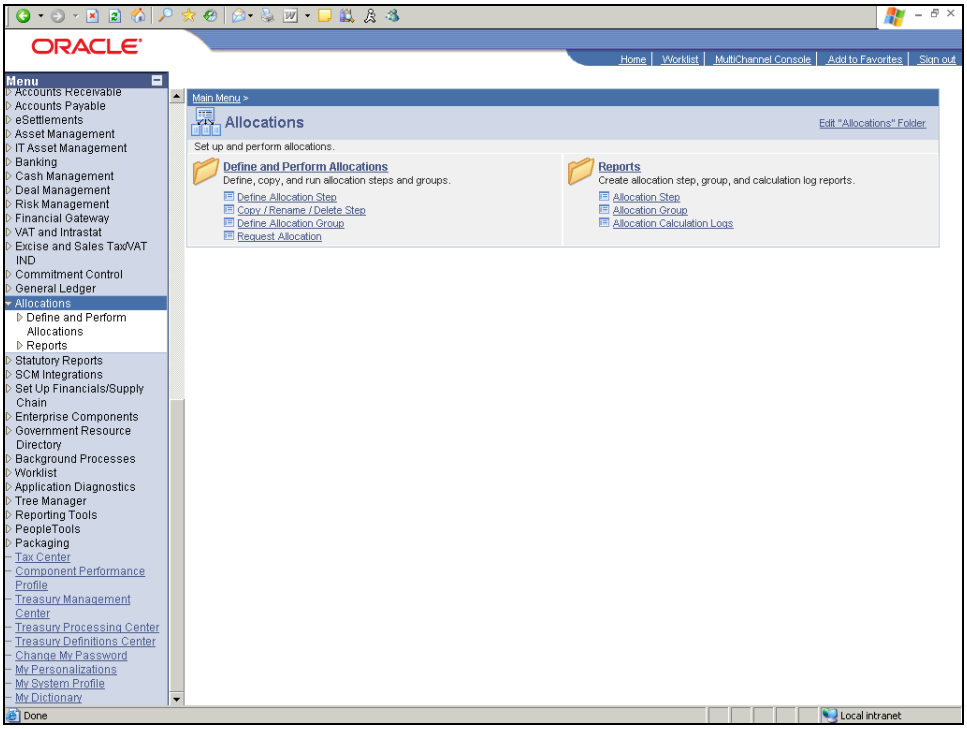
You can define allocation groups to create multiple allocation steps in which the target for one step can become the pool or basis for the next step.

In this topic, your will define an allocation group with a relevant step.

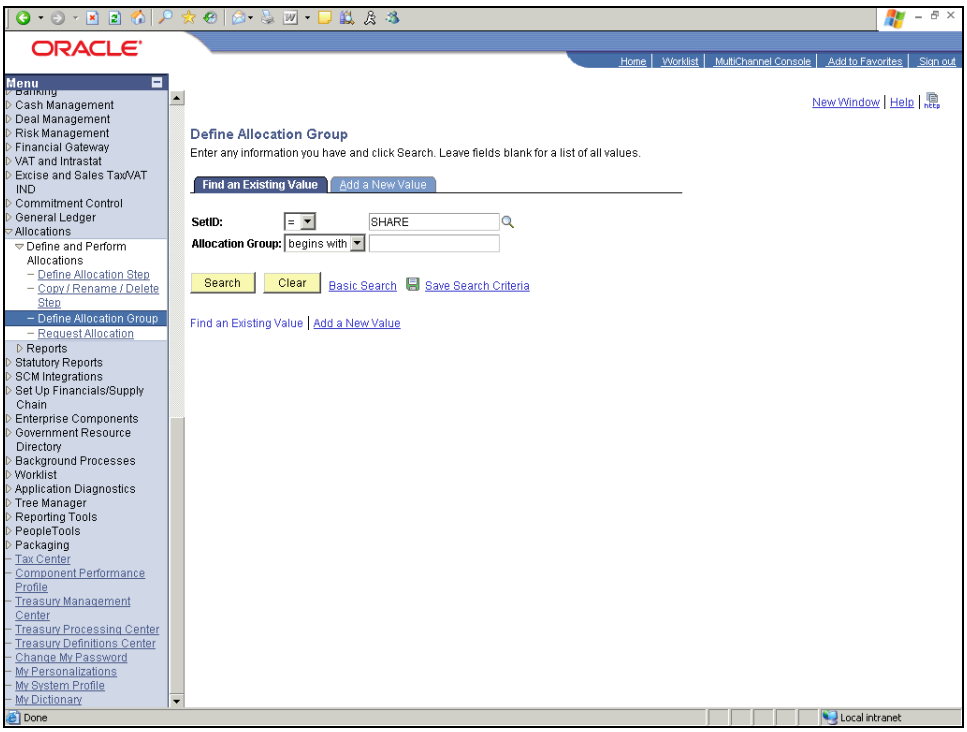
Procedure



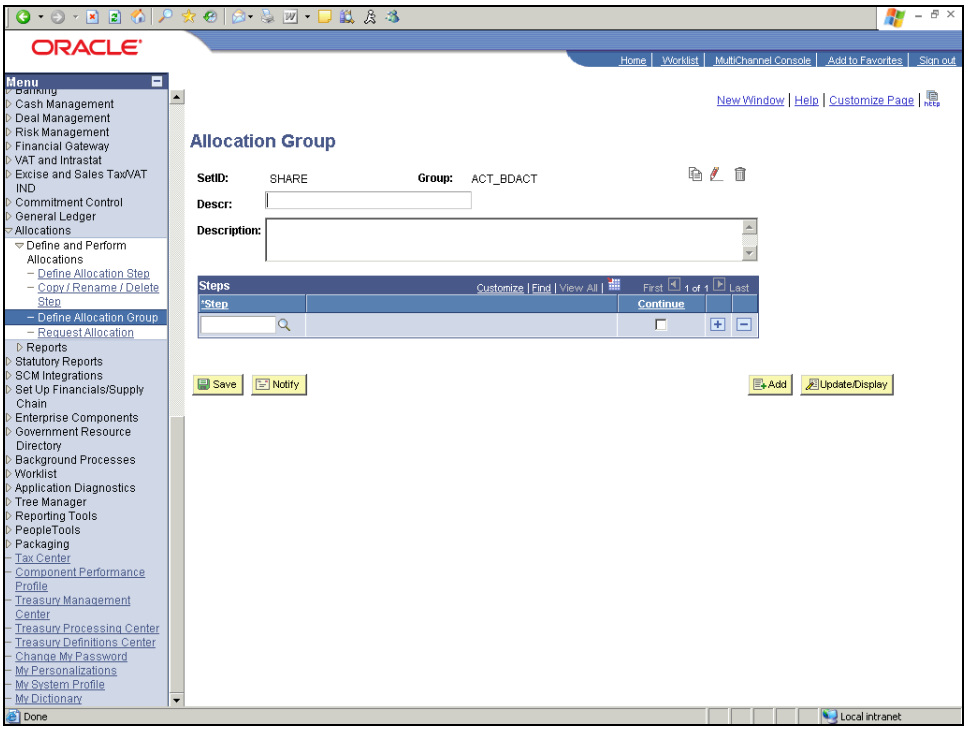
Step	Action
1.	Begin by navigating to the **Allocation Group** page. Click the **vertical** scrollbar.
2.	Click the **Allocations** link. ▷ Allocations



Step	Action
3.	Click the **Define Allocation Group** link. Define Allocation Group



Step	Action
4.	Click the **Add a New Value** tab.
5.	Click in the **Allocation Group** field.
6.	Enter the desired information into the **Allocation Group** field. Enter "**ACT_BDACT**".
7.	Click the **Add** button. Add
8.	Use the **Allocation Group** page to define groups containing allocation steps for processing. You can define multiple allocation steps for step-down allocations across ChartFields. The target for each step becomes the pool or basis for the next step.



Step	Action
9.	Enter the desired information into the **Descr** field. Enter "**Copy of Actuals**".
10.	Use the **Step** field to enter the name of the process that determines the various allocations processing options. Click in the **Step** field.

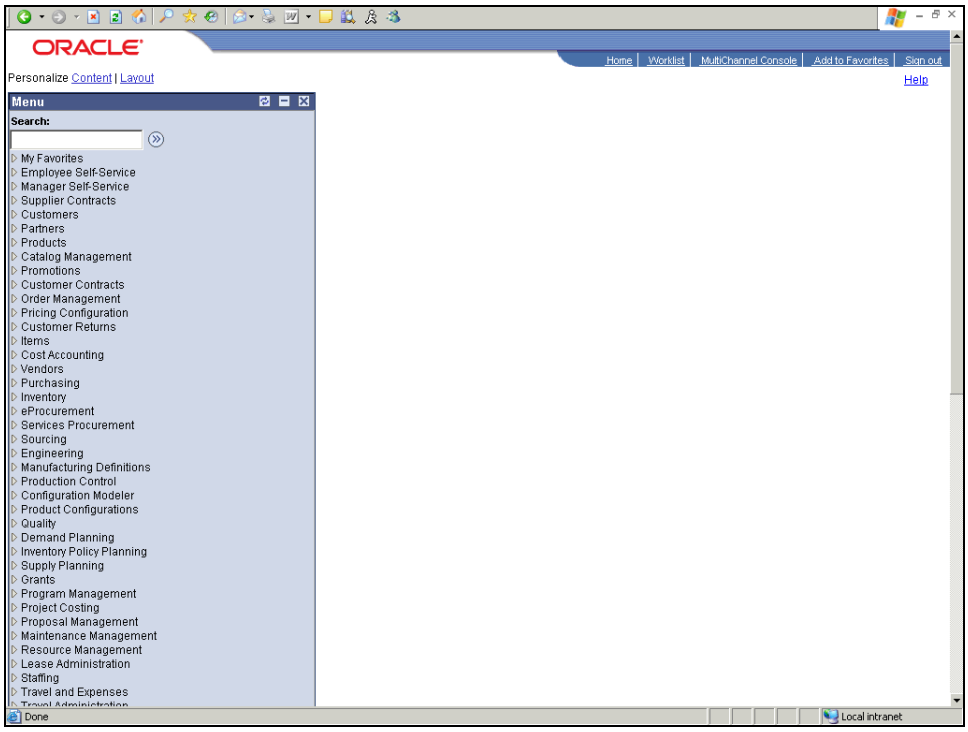
Step	Action
11.	Enter the desired information into the **Step** field. Enter "**ACT_BD_ACT**".
12.	Click the **Save** button. Save
13.	You have successfully created an allocation group. **End of Procedure.**

Processing Allocation Steps

Many allocation processes require several steps to perform their functions completely. Some steps in a single allocation or steps for different allocations can be quite similar. It is possible to use identical steps in several allocations by specifying the step name; there is no limit to the number of times or places that you can use a given step.

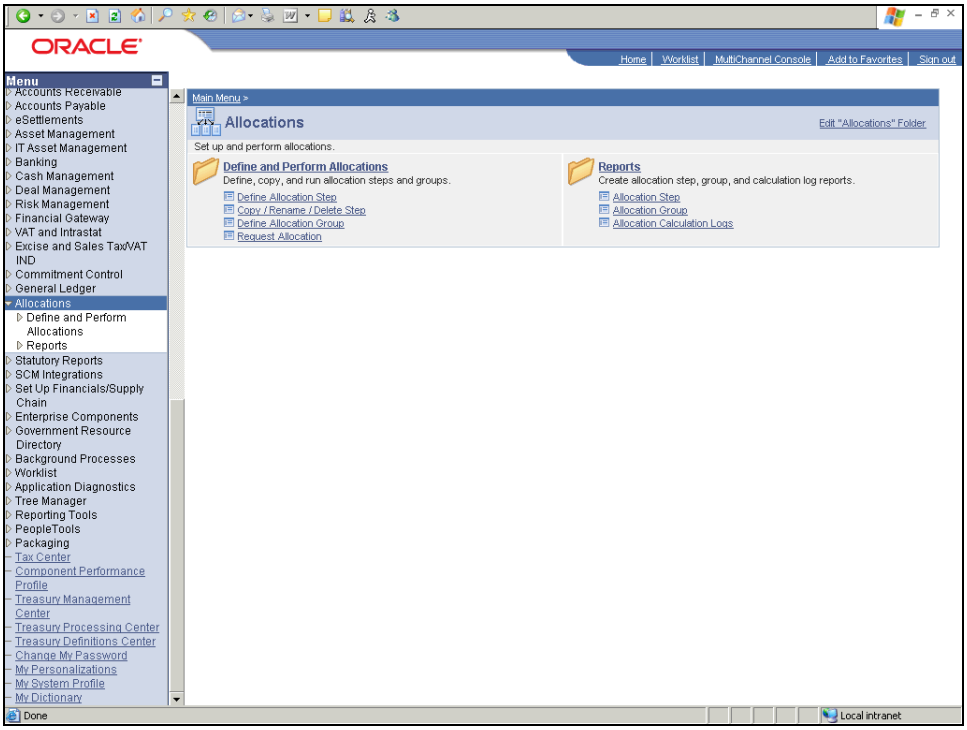
In this example, you will create a copy of the general ledger utilities allocation step.

Procedure

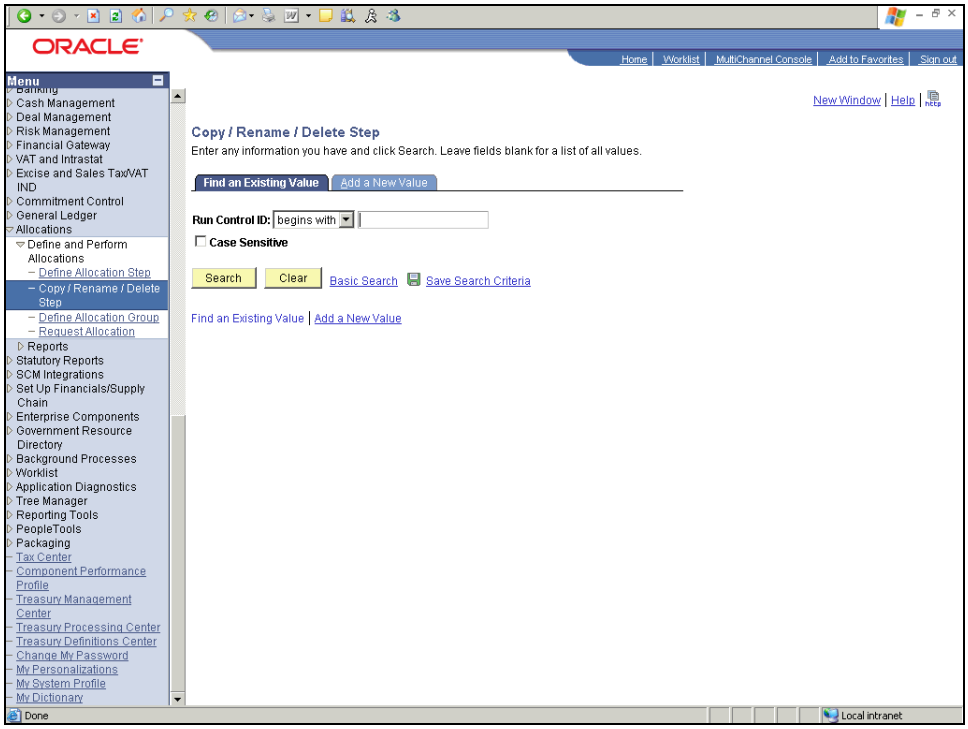


Step	Action
1.	Begin by navigating to the **Copy/Rename/Delete Allocation Step** page. Click the **vertical** scrollbar.

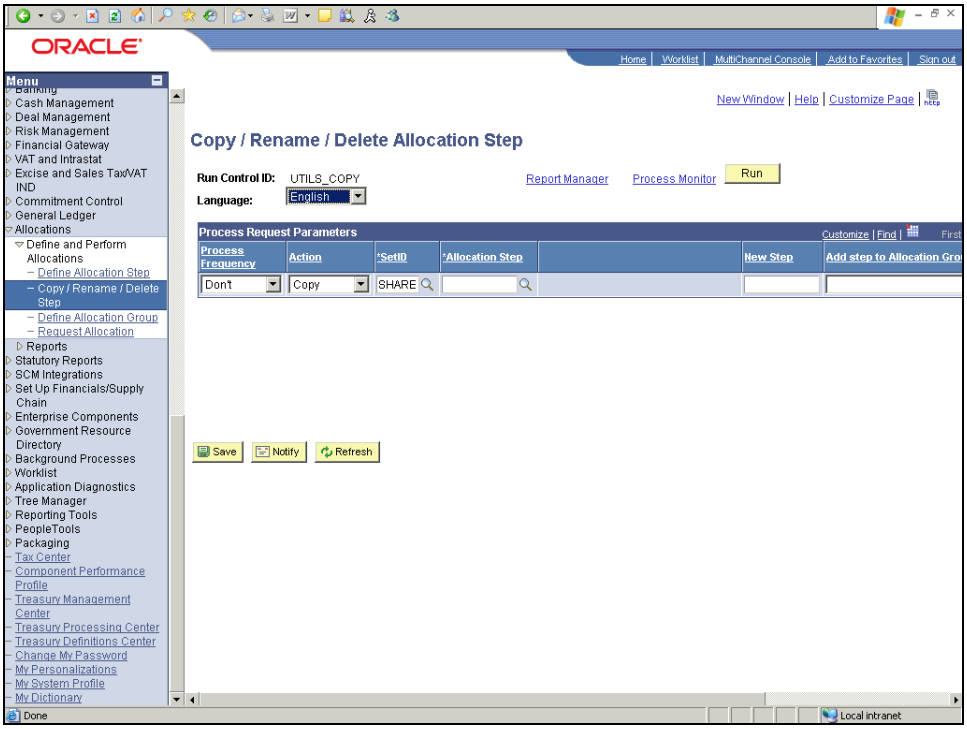
Step	Action
2.	Click the **Allocations** link. ▷ Allocations



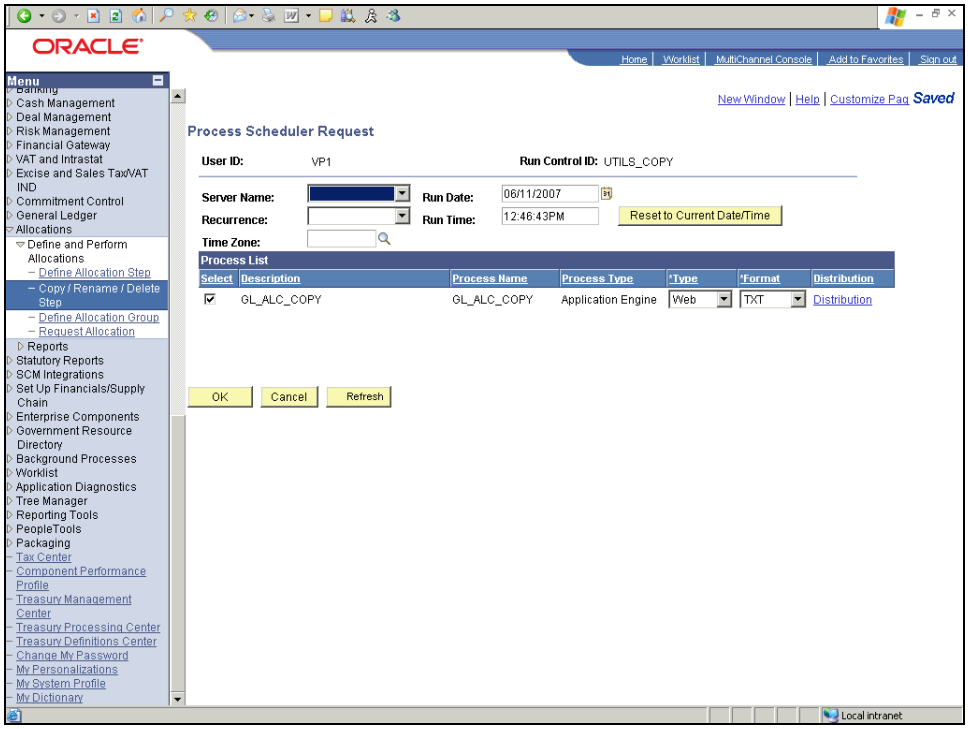
Step	Action
3.	Click the **Copy / Rename / Delete Step** link. Copy / Rename / Delete Step



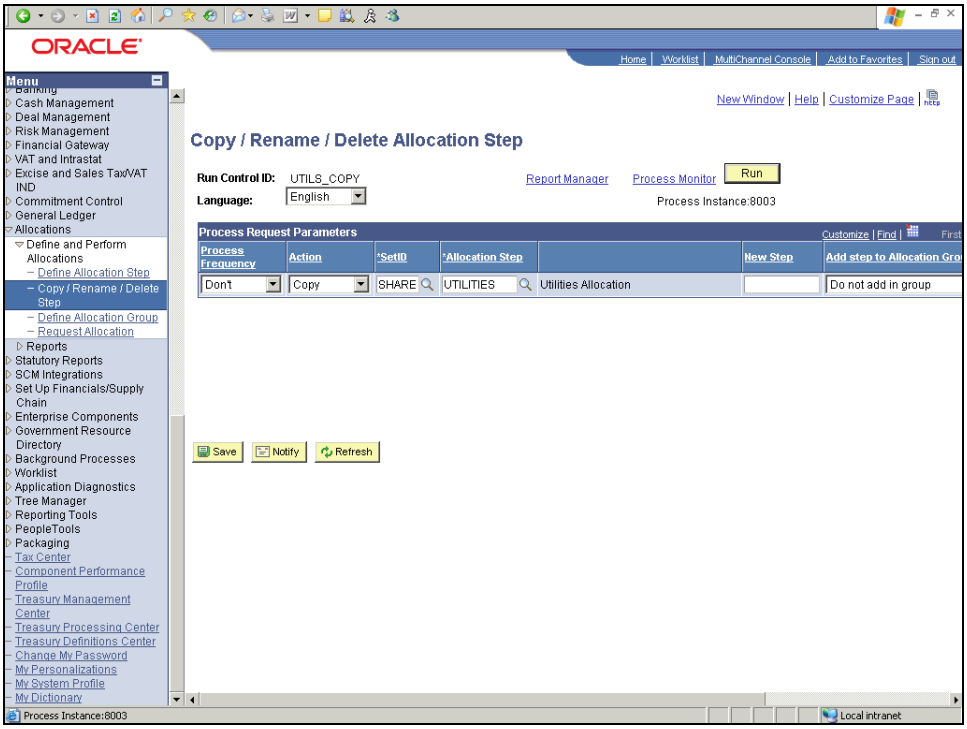
Step	Action
4.	You can run this process by searching for an existing Run Control ID or you can add a new value. Creating a Run Control ID that is relevant to the process may help you remember it for future use. Click the **Add a New Value** tab.
5.	A **Run Control ID** is an identifier that, when paired with your User ID, uniquely identifies the process you are running. The Run Control ID defines parameters that are used when a process is run. This ensures that when a process runs in the background, the system does not prompt you for additional values. Enter the desired information into the **Run Control ID** field. Enter "**UTILS_COPY**".
6.	Click the **Add** button. Add
7.	Use the **Copy/Rename/Delete Allocation Step** page to enter the request parameters. These parameters will be used to define the processing rules and data to be included when the process is run.



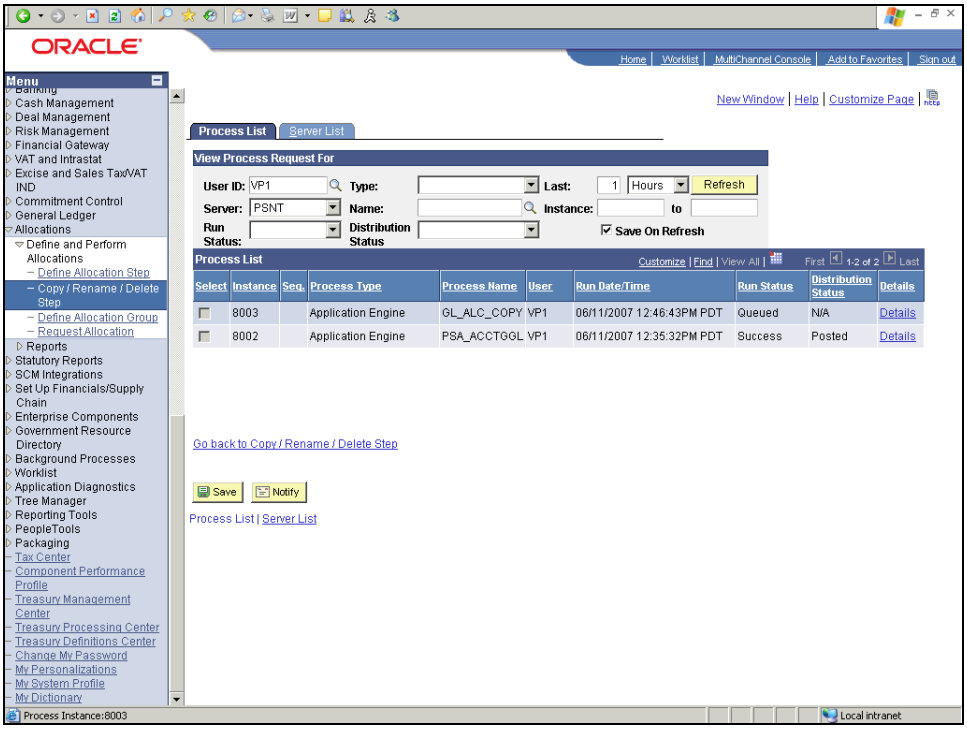
Step	Action
8.	Use the **Allocation Step** field to specify the name of the allocation step that you need to copy. Click in the **Allocation Step** field.
9.	Enter the desired information into the **Allocation Step** field. Enter "**UTILITIES**".
10.	Click the **Run** button. Run
11.	Use the **Process Scheduler Request** page to enter or update parameters, such as server name and process output format.



Step	Action
12.	You must select a **Server Name** to identify the server on which the process will run. If you use the same Run Control ID for subsequent processes, the server name that you last used will default in this field. Click the **Server Name** list.
13.	Click the **PSNT** list item. PSNT
14.	Use the **Type** field to select the type of output you want to generate for this job. Your four choices are File, Printer, Email, or Web.
15.	Use the **Format** field to define the output format for the report. The values are dependent upon the Process Type you have selected. In this example, the default value is TXT.
16.	Click the **OK** button. OK
17.	Notice the **Process Instance** number appears. This number helps you identify the process you have run when you check the status.



Step	Action
18.	Click the **Process Monitor** link. Process Monitor
19.	Use the **Process List** page to view the status of submitted process requests.



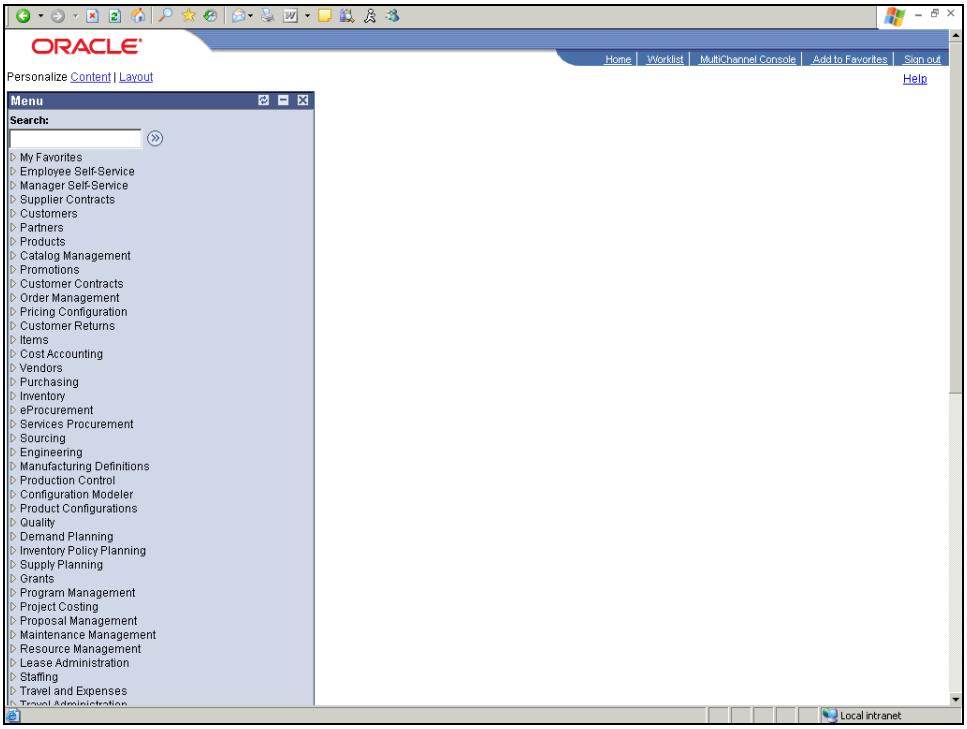
Step	Action
20.	The current status of the process is Queued. The process is finished when the status is Success. Continue to click the **Refresh** button until the status is Success. Click the **Refresh** button. Refresh
21.	The status is now Success.
22.	You have successfully process an allocation step. **End of Procedure.**

Processing Allocation Request

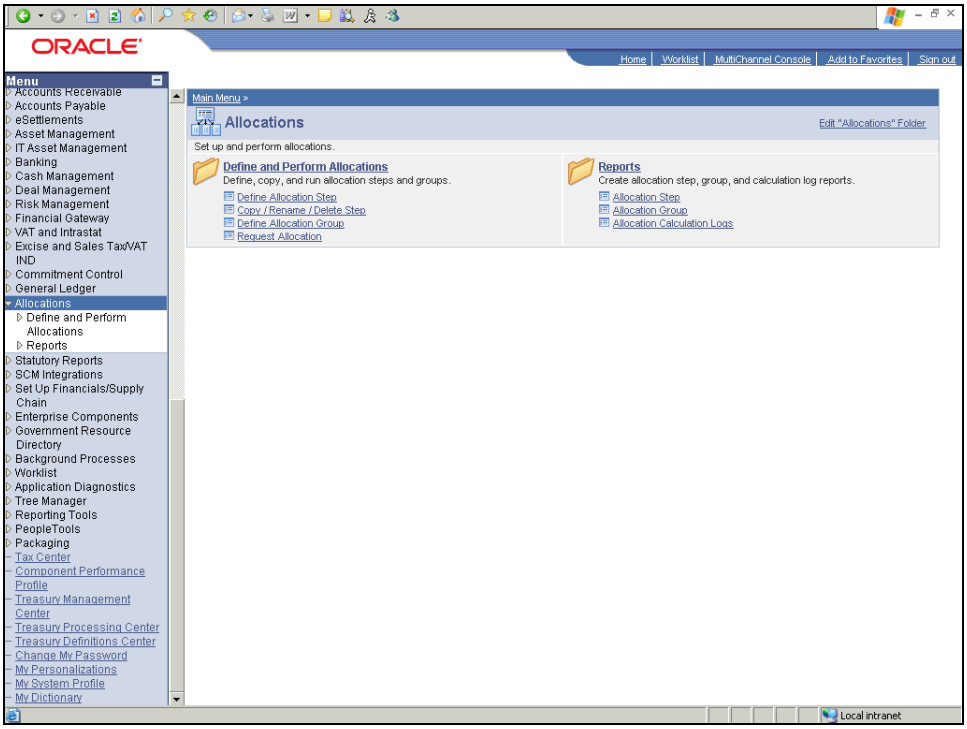
Allocation steps and groups must be created before you can run this process. The allocation process creates the journal entries to distribute the specified pool amounts to their targets. Then you can post these journal entries.

In this example, you will process an allocation request

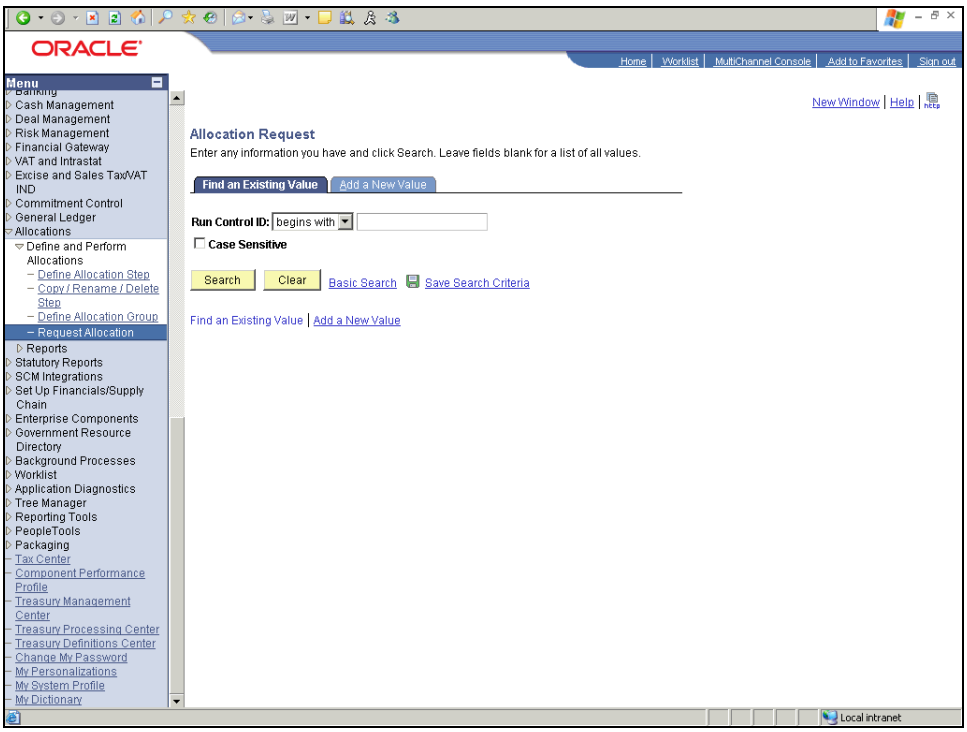
Procedure



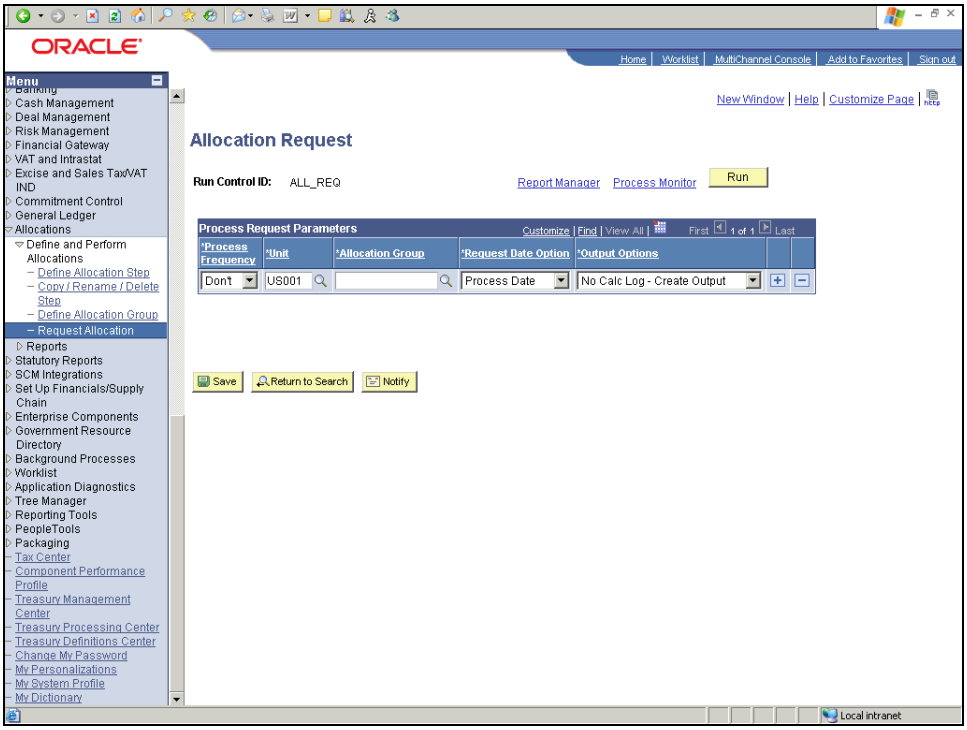
Step	Action
1.	Begin by navigating to the **Allocation Request** page. Click the **vertical** scrollbar.
2.	Click the **Allocations** link. ▷ Allocations



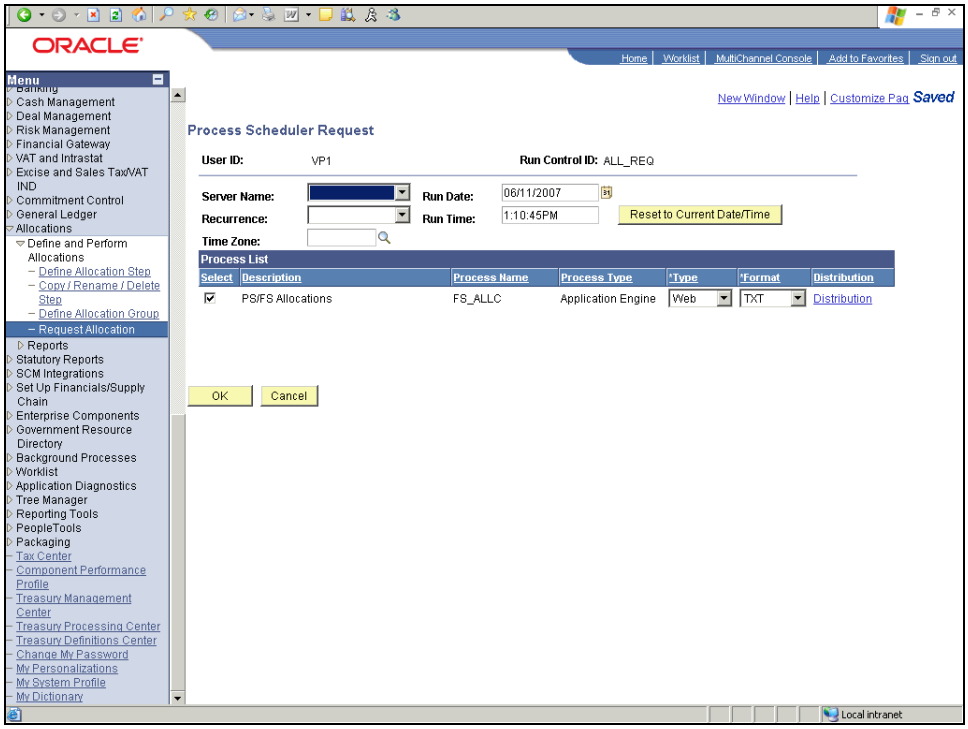
Step	Action
3.	Click the **Request Allocation** link. Request Allocation



Step	Action
4.	You can run this process by searching for an existing Run Control ID or you can add a new value. Creating a Run Control ID that is relevant to the process may help you remember it for future use. Click the **Add a New Value** tab.
5.	A **Run Control ID** is an identifier that, when paired with your User ID, uniquely identifies the process you are running. The Run Control ID defines parameters that are used when a process is run. This ensures that when a process runs in the background, the system does not prompt you for additional values. Enter the desired information into the **Run Control ID** field. Enter "**ALL_REQ**".
6.	Click the **Add** button. Add
7.	Use the **Allocation Request** page to enter the request parameters. These parameters will be used to define the processing rules and data to be included when the process is run.
8.	Use the **Process Frequency** field to determine the frequency of the allocation request process. Select from: Once, Always, or Don't.

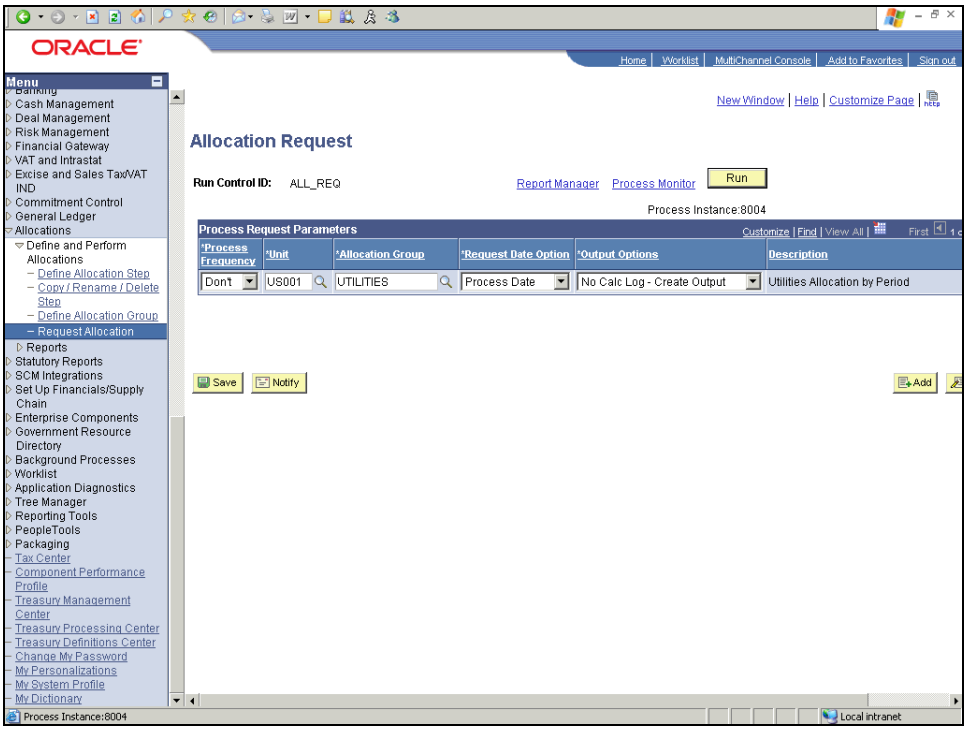


Step	Action
9.	Use the **Allocation Group** field to specify the allocation group for processing. Click in the **Allocation Group** field.
10.	Enter the desired information into the **Allocation Group** field. Enter "**UTILITIES**".
11.	Use the **Request Date Option** field to indicate the request date option. Valid values are As-Of Date, Process Date, and SYSDATE.
12.	Use the **Output Options** field to select an option for journal entry output and the creation of a calculations log.
13.	Click the **Run** button. Run
14.	Use the **Process Scheduler Request** page to enter or update parameters, such as server name and process output format.

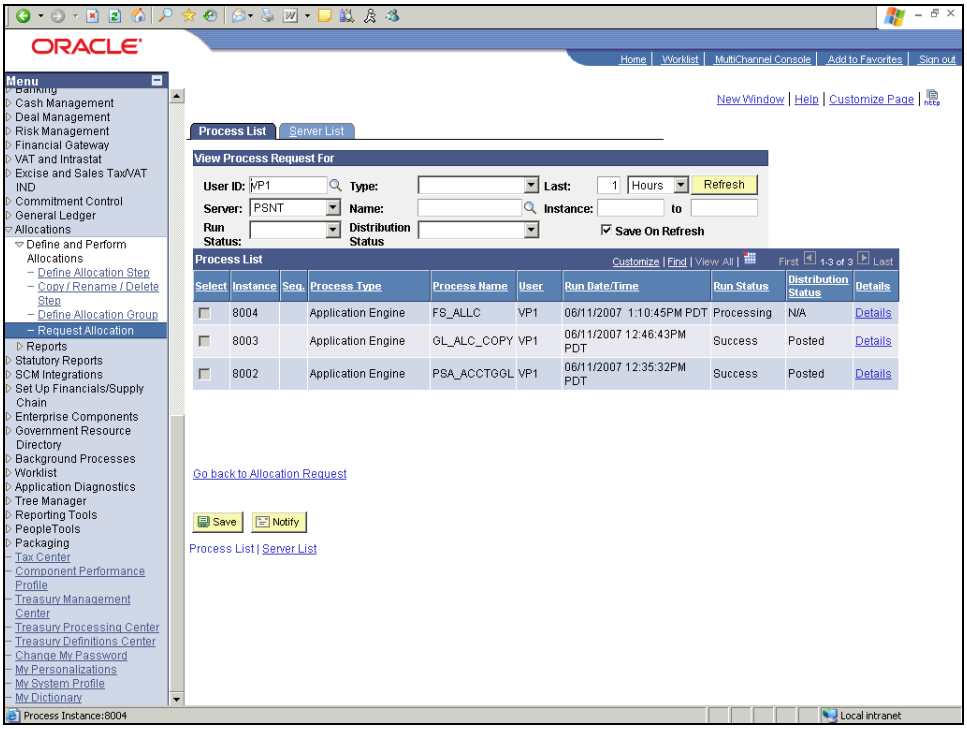


Step	Action
15.	You must select a **Server Name** to identify the server on which the process will run. If you use the same Run Control ID for subsequent processes, the server name that you last used will default in this field. Click the **Server Name** list.

Step	Action
16.	Click the **PSNT** list item. PSNT
17.	Use the **Type** field to select the type of output you want to generate for this job. Your four choices are File, Printer, Email, or Web.
18.	Use the **Format** field to define the output format for the report. The values are dependent upon the Process Type you have selected. In this example, the default value is TXT.
19.	Click the **OK** button. OK
20.	Notice the **Process Instance** number appears. This number helps you identify the process you have run when you check the status.



Step	Action
21.	Click the **Process Monitor** link. Process Monitor
22.	Use the **Process List** page to view the status of submitted process requests.



Step	Action
23.	The current status of the process is Queued. The process is finished when the status is Success. Continue to click the **Refresh** button until the status is Success. Click the **Refresh** button. Refresh
24.	The status is now Success.
25.	You have successfully processed an allocation request for the specified allocation group and business unit. **End of Procedure.**

Projects Integration with Procurement

Companies use integrated systems to reduce the amount of data entry and provide more up-to-date and accurate data between the modules. PeopleSoft Projects integrates with PeopleSoft Purchasing, Inventory, and Payables in order to track procurement costs.

Upon successful completion of this lesson, you will be able to:
• Process requisitions for commitments.
• Track costs from payables.
• Track costs from inventory.
• Reconcile requisitions to commitments.

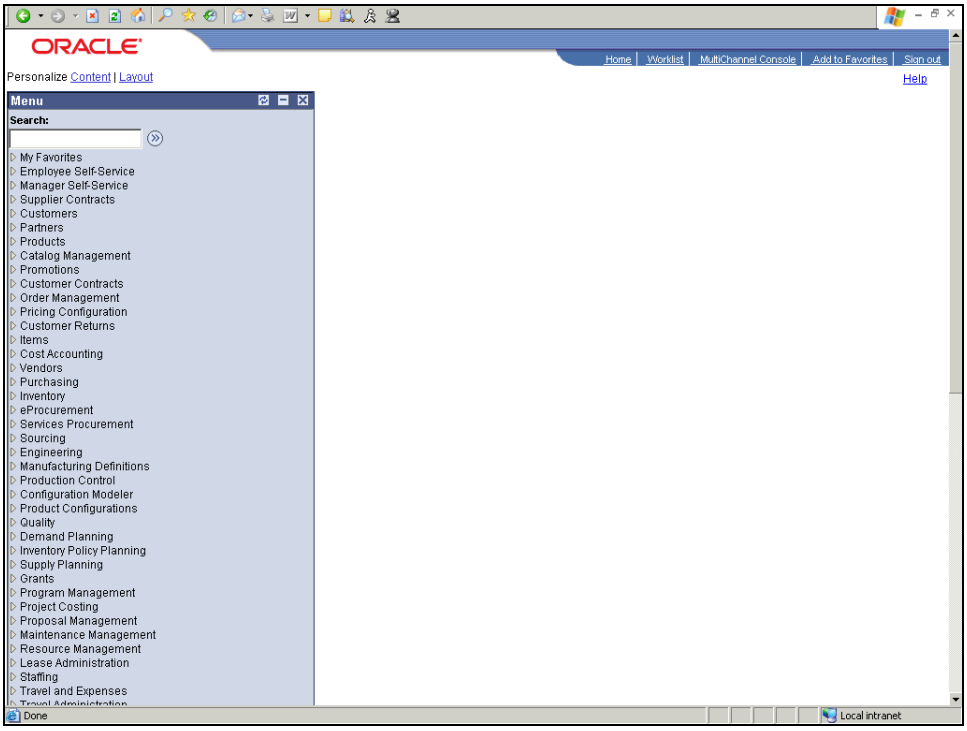
Processing Requisitions for Commitments

PeopleSoft enables you to pull requisitions, purchase orders, or both into Project Costing for integration. If you have set up appropriate exchange rates, transaction amounts that are not in

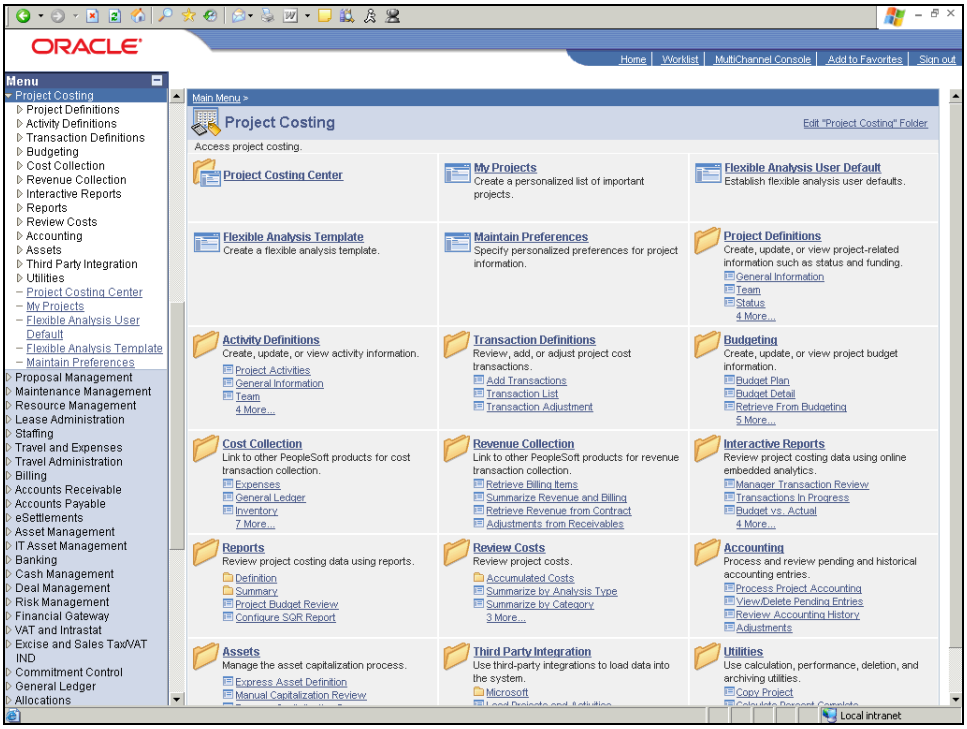
your business unit currency will be converted during the integration process. Run this process after requisitions and/or purchase orders have been created in Purchasing.

In this example, you will load requisitions and a purchase order for integration with Project Costing.

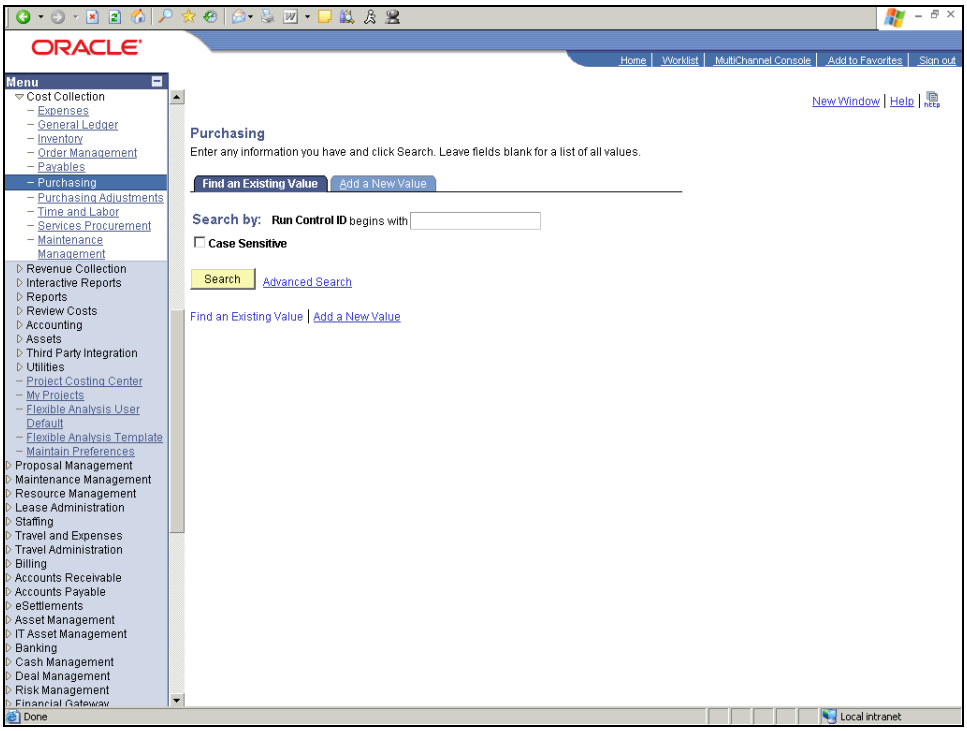
Procedure



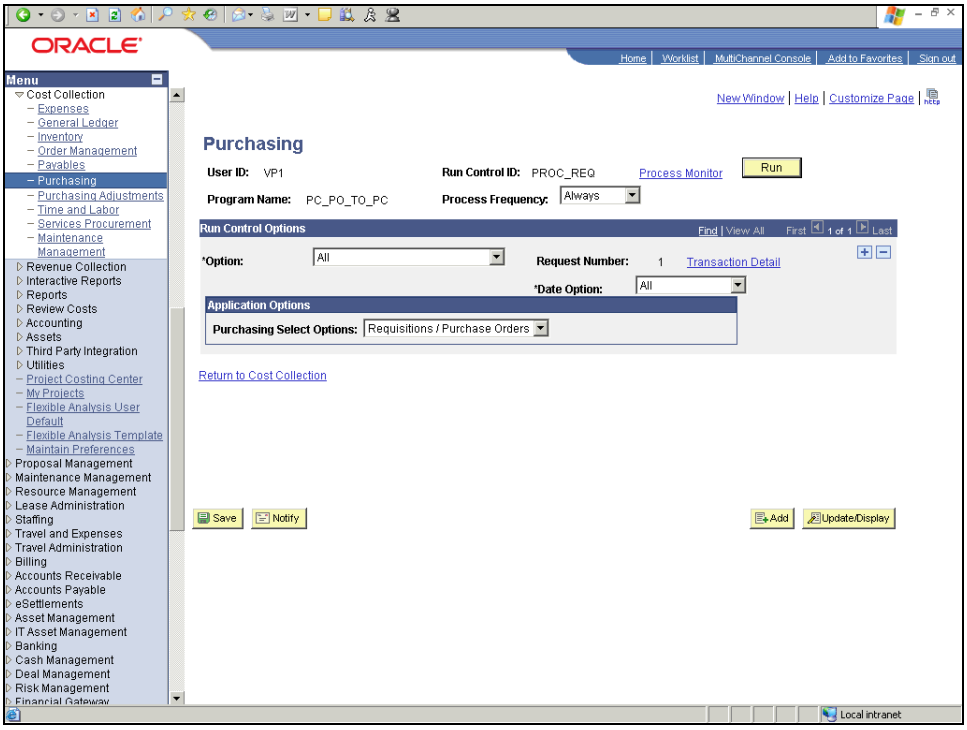
Step	Action
1.	Begin by navigating to the **Purchasing** page. Click the **Project Costing** link. ▷ Project Costing



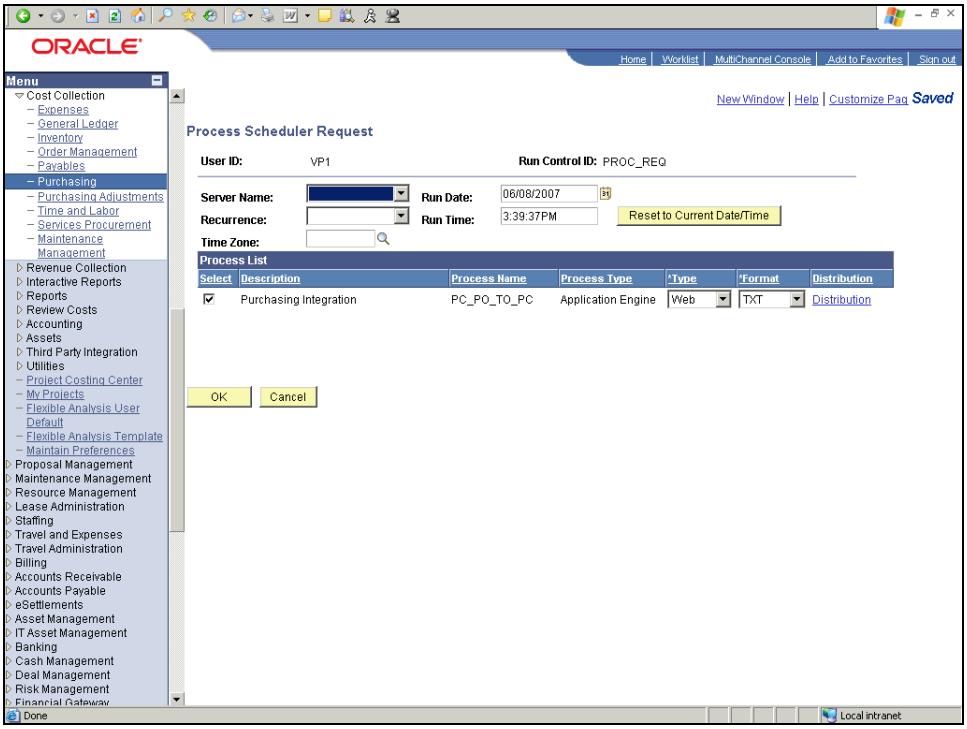
Step	Action
2.	Click the **Cost Collection** link.
3.	Click the **Purchasing** link.



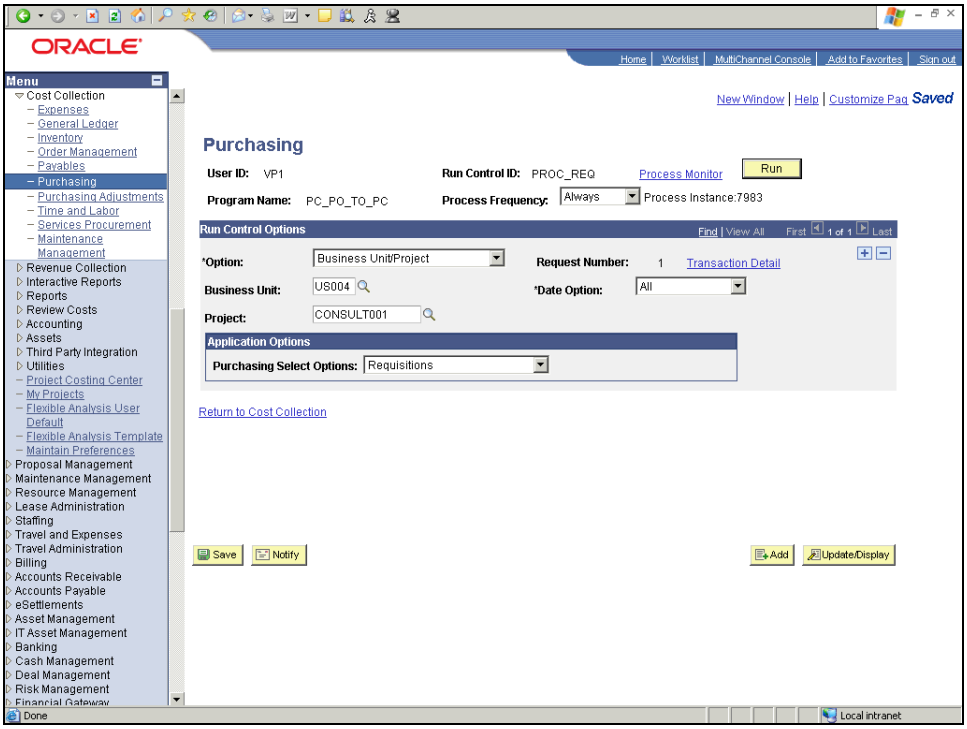
Step	Action
4.	You can run this process by searching for an existing Run Control ID or you can add a new value. Creating a Run Control ID that is relevant to the process may help you remember it for future use. Click the **Add a New Value** tab.
5.	A **Run Control ID** is an identifier that, when paired with your User ID, uniquely identifies the process you are running. The Run Control ID defines parameters that are used when a process is run. This ensures that when a process runs in the background, the system does not prompt you for additional values. Enter the desired information into the **Run Control ID** field. Enter "**PROC_REQ**".
6.	Click the **Add** button. Add
7.	Use the **Purchasing** page to enter the request parameters. These parameters will be used to define the processing rules and data to be included when the process is run.



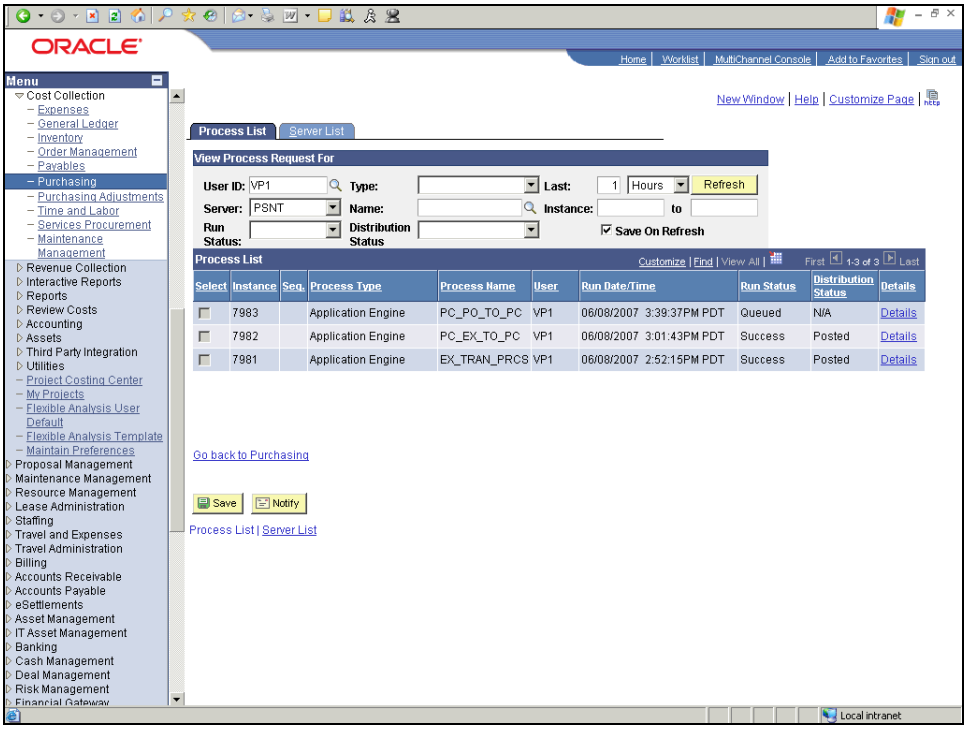
Step	Action
8.	Use the **Option** field to select a project business unit, project, or activity option to restrict processing to these values. Click the **Option** list. All
9.	Click the **Business Unit/Project** list item. Business Unit/Project
10.	Click in the **Business Unit** field.
11.	Enter the desired information into the **Business Unit** field. Enter "**US004**".
12.	Use the **Date Option** field to filter by Accounting Date, Transaction Date, or both.
13.	Click in the **Project** field.
14.	Enter the desired information into the **Project** field. Enter "**CONSULT001**".
15.	Click the **Purchasing Select Options** list. Requisitions / Purchase Orders
16.	Click the **Requisitions** list item. Requisitions
17.	Click the **Run** button. Run
18.	Use the **Process Scheduler Request** page to enter or update parameters, such as server name and process output format.



Step	Action
19.	You must select a **Server Name** to identify the server on which the process will run. If you use the same Run Control ID for subsequent processes, the server name that you last used will default in this field. Click the **Server Name** list.
20.	Click the **PSNT** list item. PSNT
21.	Use the **Type** field to select the type of output you want to generate for this job. Your four choices are File, Printer, Email, or Web.
22.	Use the **Format** field to define the output format for the report. The values are dependent upon the Process Type you have selected. In this example, the default value is TXT.
23.	Click the **OK** button. OK
24.	Notice the **Process Instance** number appears. This number helps you identify the process you have run when you check the status.



Step	Action
25.	Click the **Process Monitor** link. Process Monitor
26.	Use the **Process List** page to view the status of submitted process requests.



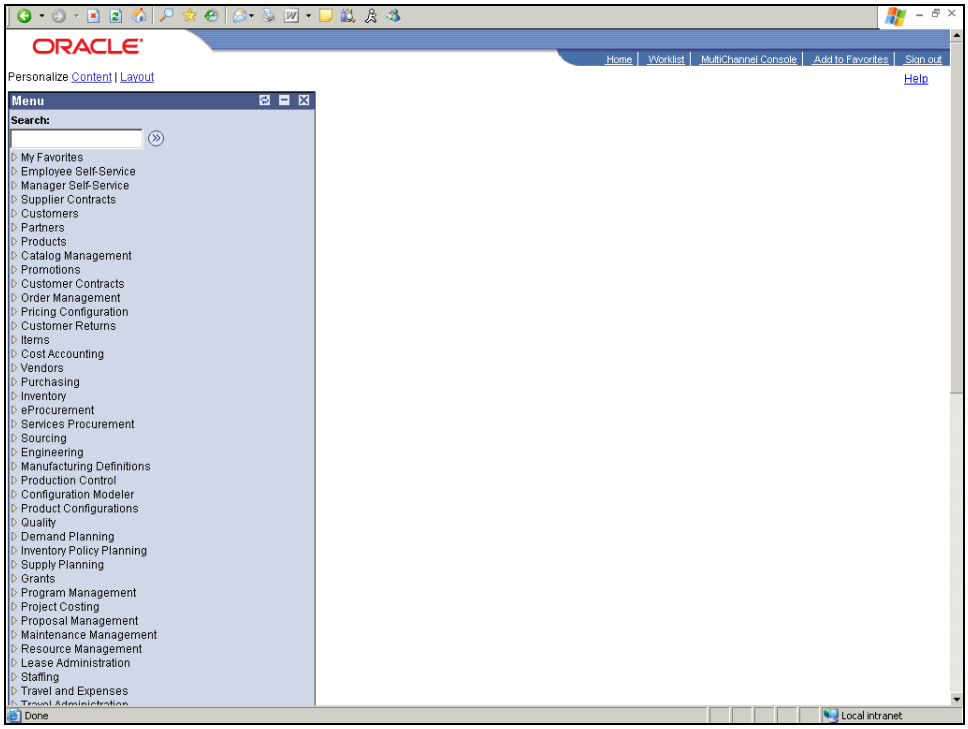
Step	Action
27.	The current status of the process is Queued. The process is finished when the status is Success. Continue to click the **Refresh** button until the status is Success. Click the **Refresh** button. Refresh
28.	The status is now Success.
29.	You have successfully loaded requisitions and purchase orders for the specified project for integration with Project Costing. **End of Procedure.**

Tracking Costs from Payables

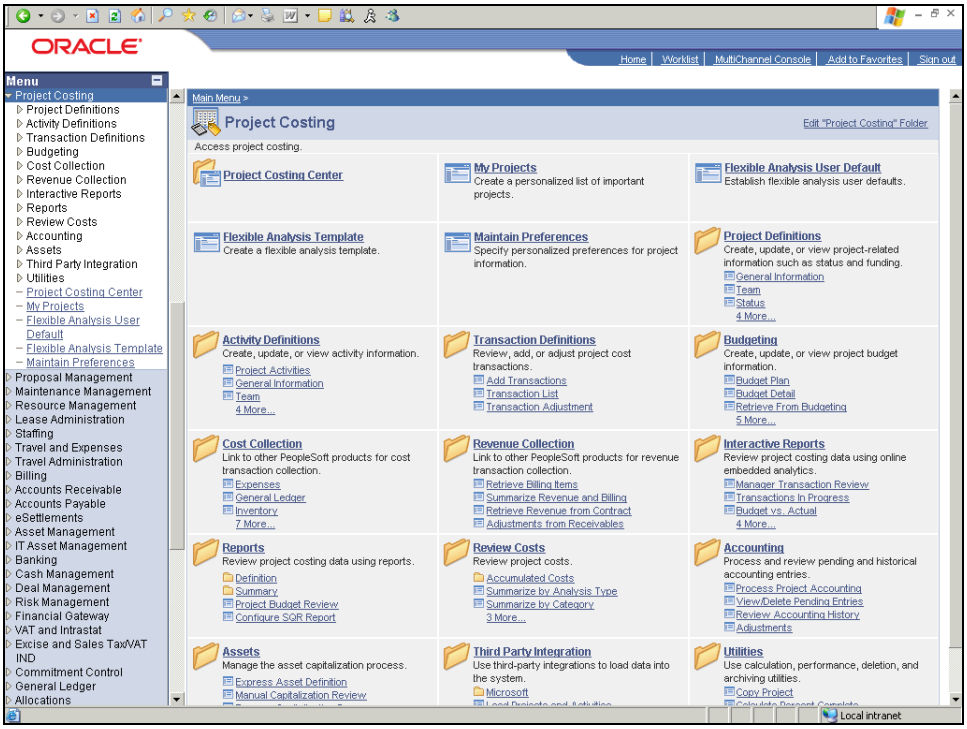
After vouchers are approved and posted in Payables, you can load the approved vouchers into Project Costing. If you have set up appropriate exchange rates, transaction amounts that are not in your business unit currency will be converted during the integration process.

In this example, you will load approved vouchers from Payables to Project Costing.

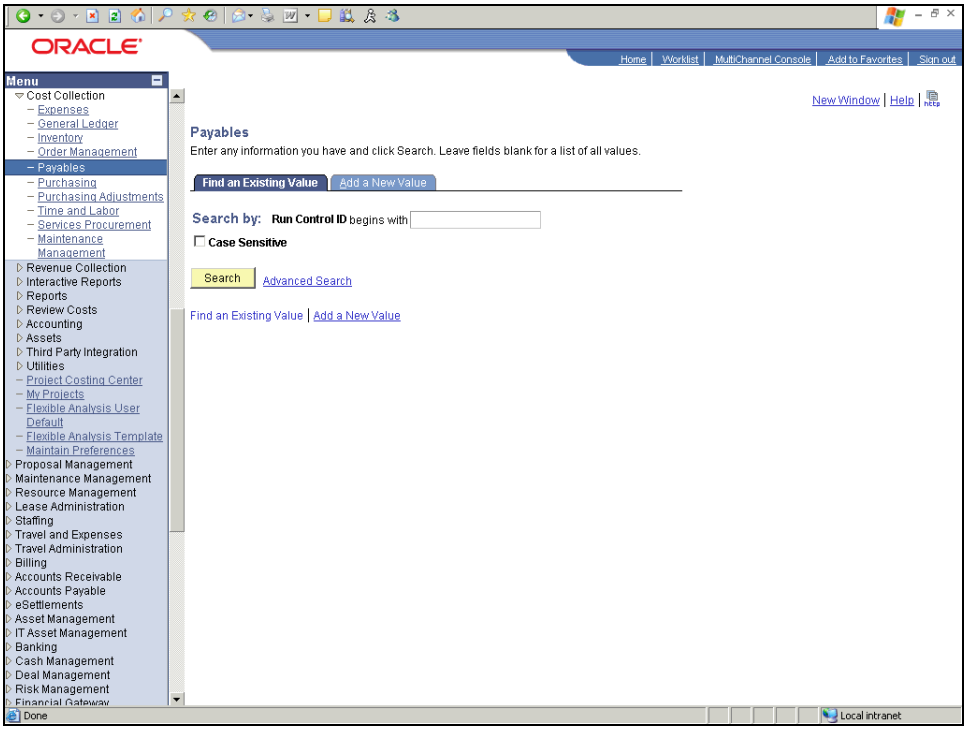
Procedure



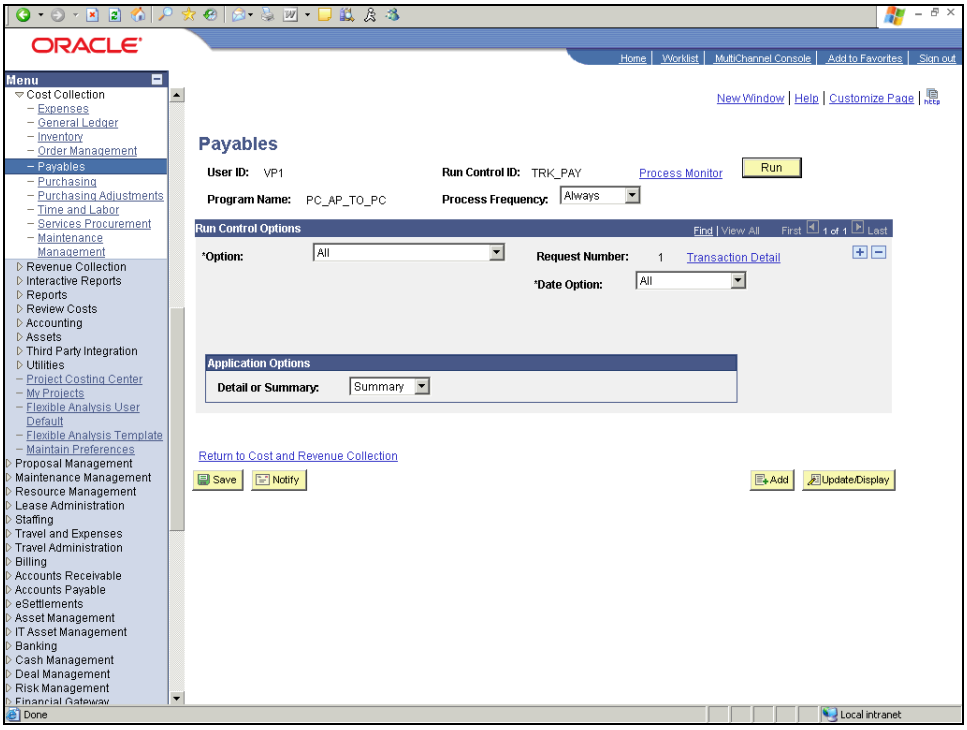
Step	Action
1.	Begin by navigating to the **Payables** page. Click the **Project Costing** link. ▷ Project Costing



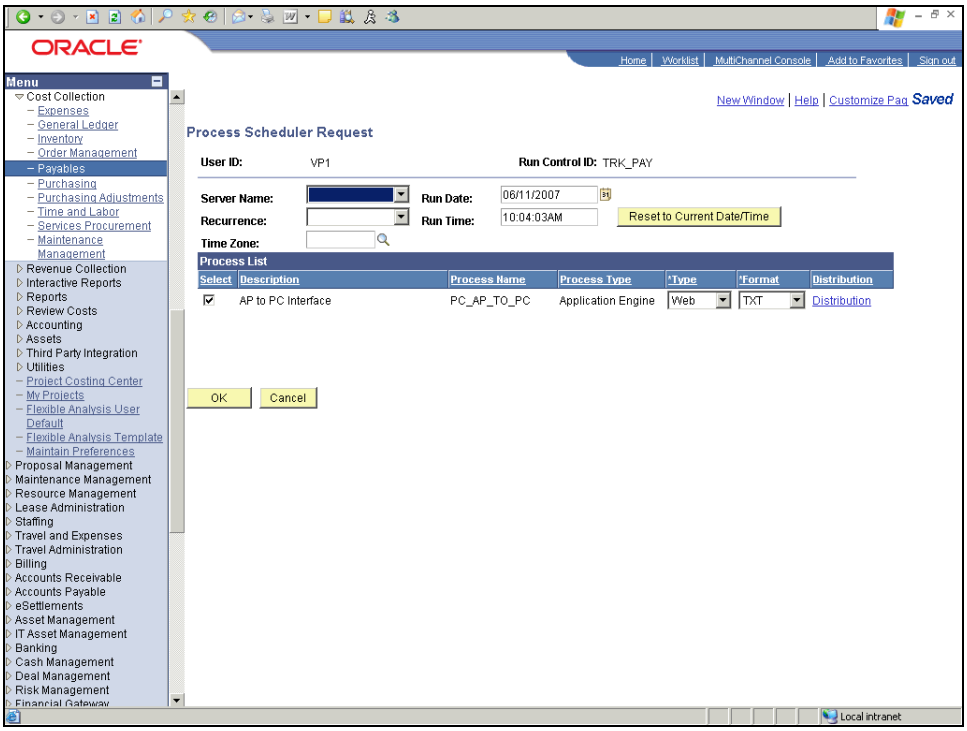
Step	Action
2.	Click the **Cost Collection** link.
3.	Click the **Payables** link.



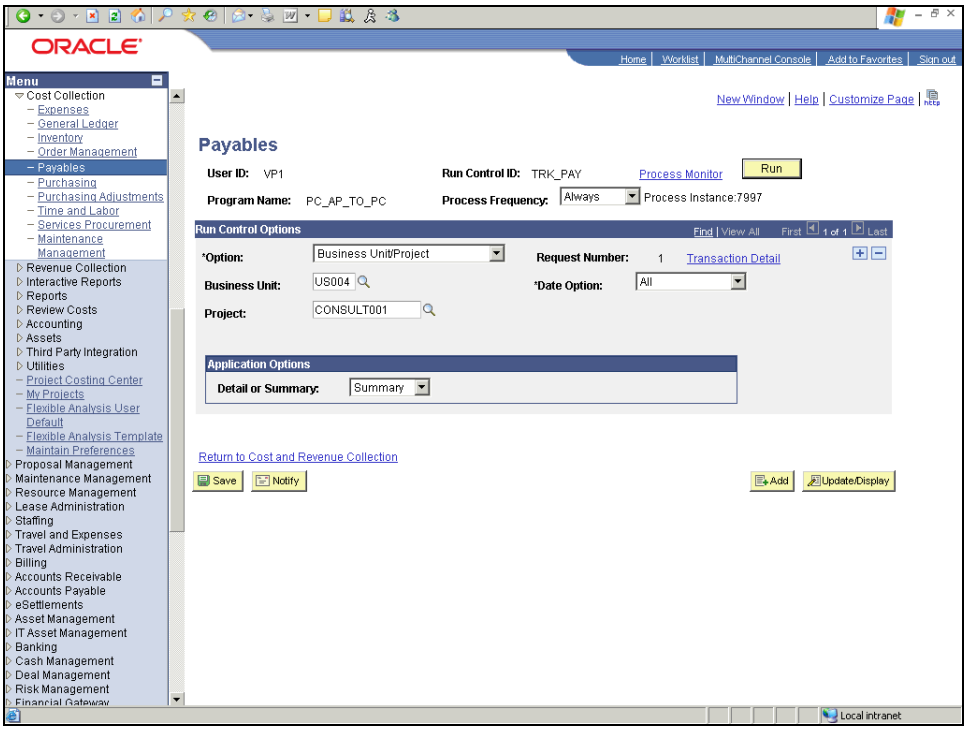
Step	Action
4.	You can run this process by searching for an existing Run Control ID or you can add a new value. Creating a Run Control ID that is relevant to the process may help you remember it for future use. Click the **Add a New Value** tab.
5.	A **Run Control ID** is an identifier that, when paired with your User ID, uniquely identifies the process you are running. The Run Control ID defines parameters that are used when a process is run. This ensures that when a process runs in the background, the system does not prompt you for additional values. Enter the desired information into the **Run Control ID** field. Enter "**TRK_PAY**".
6.	Click the **Add** button. Add
7.	Use the **Payables** page to enter the request parameters. These parameters will be used to define the processing rules and data to be included when the process is run.



Step	Action
8.	Use the **Option** field to select a project business unit, project, or activity option to restrict processing to these values. Click the **Option** list. All
9.	Click the **Business Unit/Project** list item. Business Unit/Project
10.	Click in the **Business Unit** field.
11.	Enter the desired information into the **Business Unit** field. Enter "**US004**".
12.	Use the **Date Option** field to filter by Accounting Date, Transaction Date, or both.
13.	Click in the **Project** field.
14.	Enter the desired information into the **Project** field. Enter "**CONSULT001**".
15.	Click the **Run** button. Run
16.	Use the **Process Scheduler Request** page to enter or update parameters, such as server name and process output format.

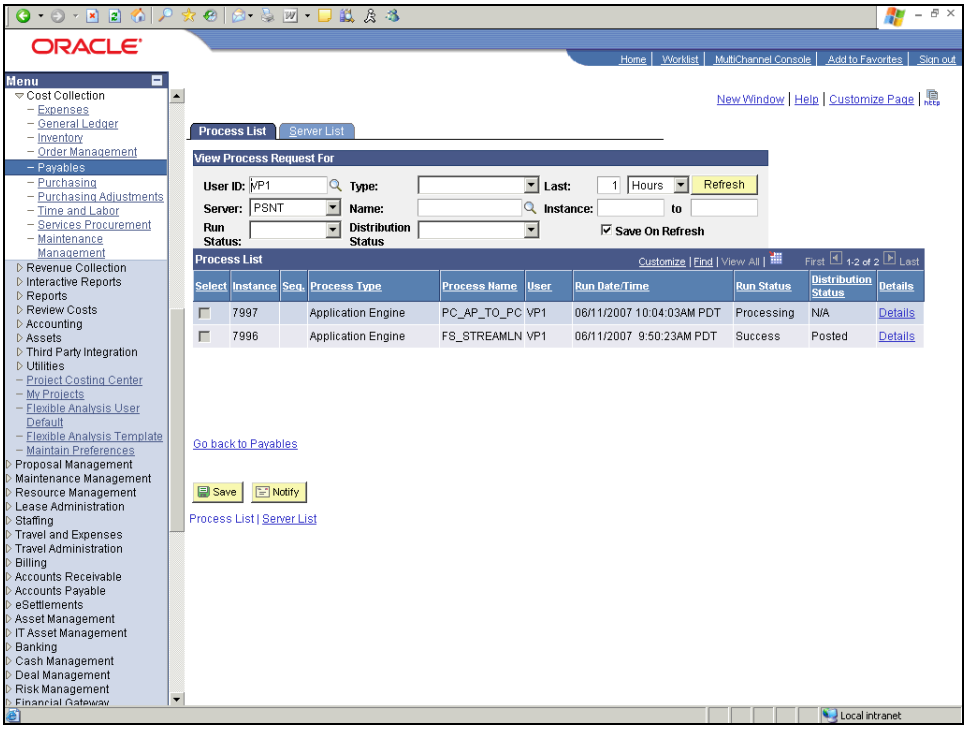


Step	Action
17.	You must select a **Server Name** to identify the server on which the process will run. If you use the same Run Control ID for subsequent processes, the server name that you last used will default in this field. Click the **Server Name** list.
18.	Click the **PSNT** list item. PSNT
19.	Use the **Type** field to select the type of output you want to generate for this job. Your four choices are File, Printer, Email, or Web.
20.	Use the **Format** field to define the output format for the report. The values are dependent upon the Process Type you have selected. In this example, the default value is TXT.
21.	Click the **OK** button. OK
22.	Notice the **Process Instance** number appears. This number helps you identify the process you have run when you check the status.



Step	Action
23.	Click the **Process Monitor** link. Process Monitor

Step	Action
24.	Use the **Process List** page to view the status of submitted process requests.



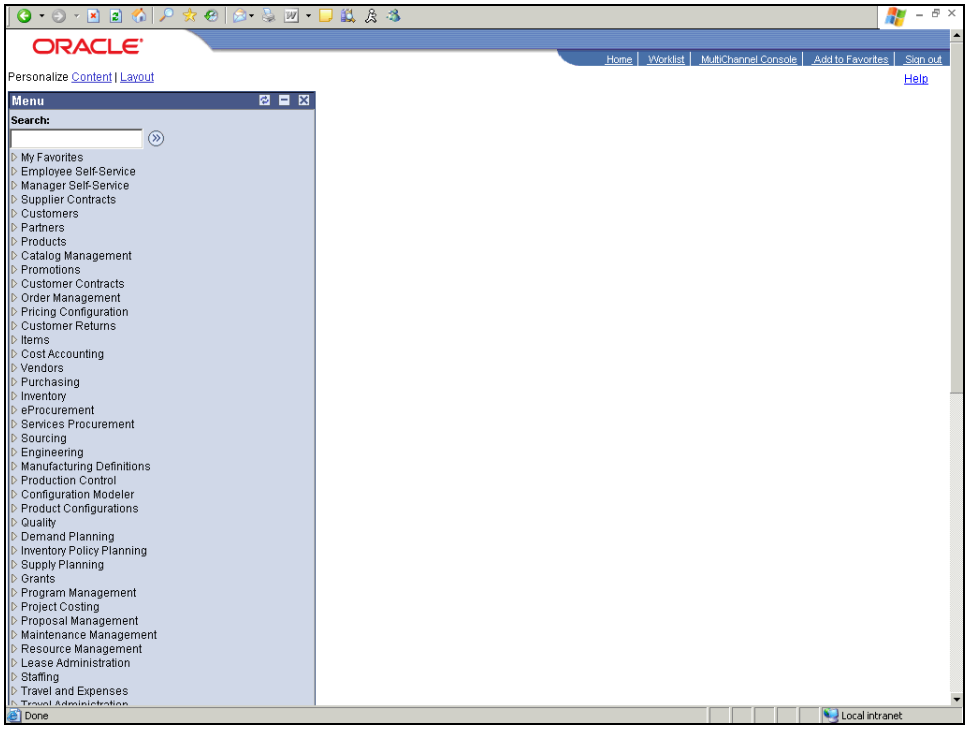
Step	Action
25.	The current status of the process is Processing. The process is finished when the status is Success. Continue to click the **Refresh** button until the status is Success. Click the **Refresh** button. Refresh
26.	The status is now Success.
27.	You have successfully loaded approved vouchers from Payables to Project Costing for the specified project. **End of Procedure.**

Tracking Costs from Inventory

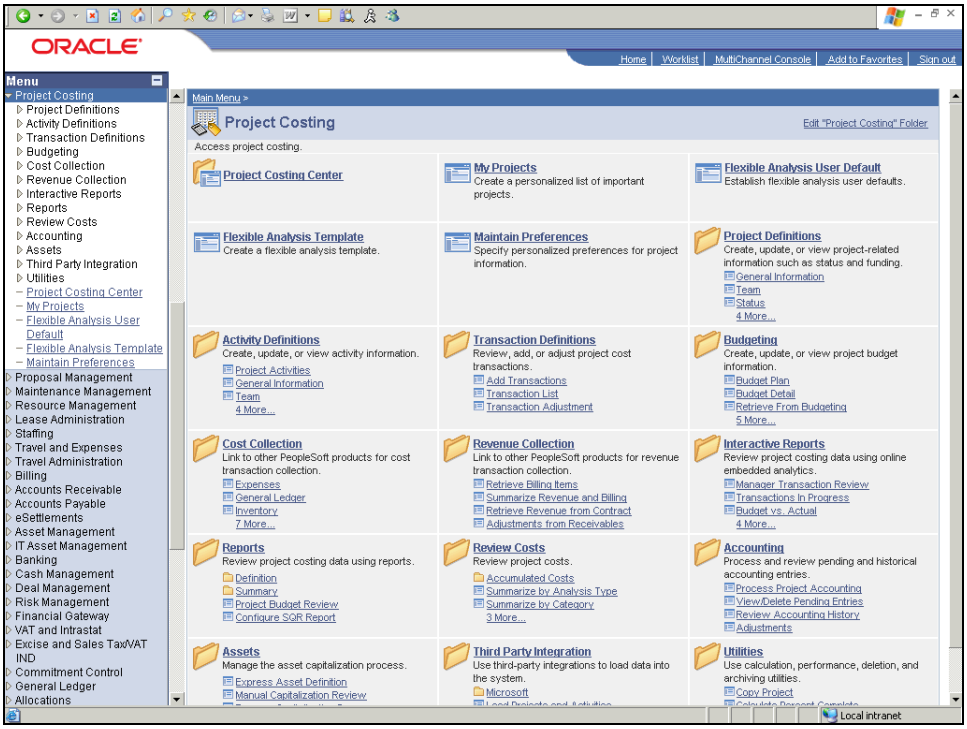
After vouchers are approved and posted in Inventory, you can load the fulfilled demands to Project Costing. If you have set up appropriate exchange rates, transaction amounts that are not in your business unit currency will be converted during the integration process.

In this example, you will load fulfilled demands from Inventory to Project Costing.

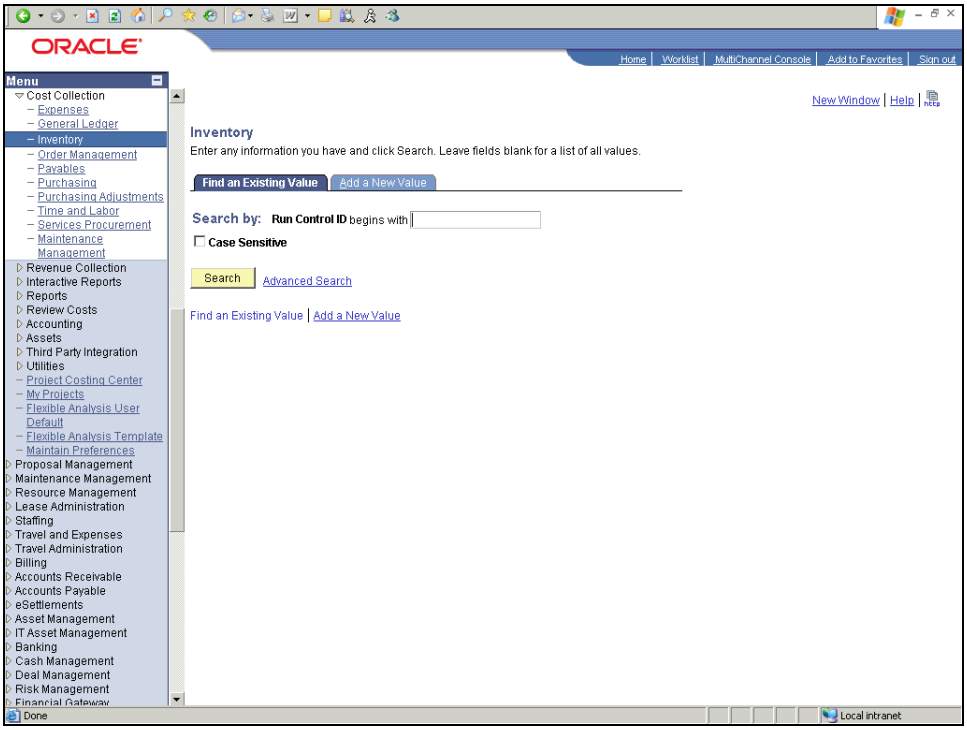
Procedure



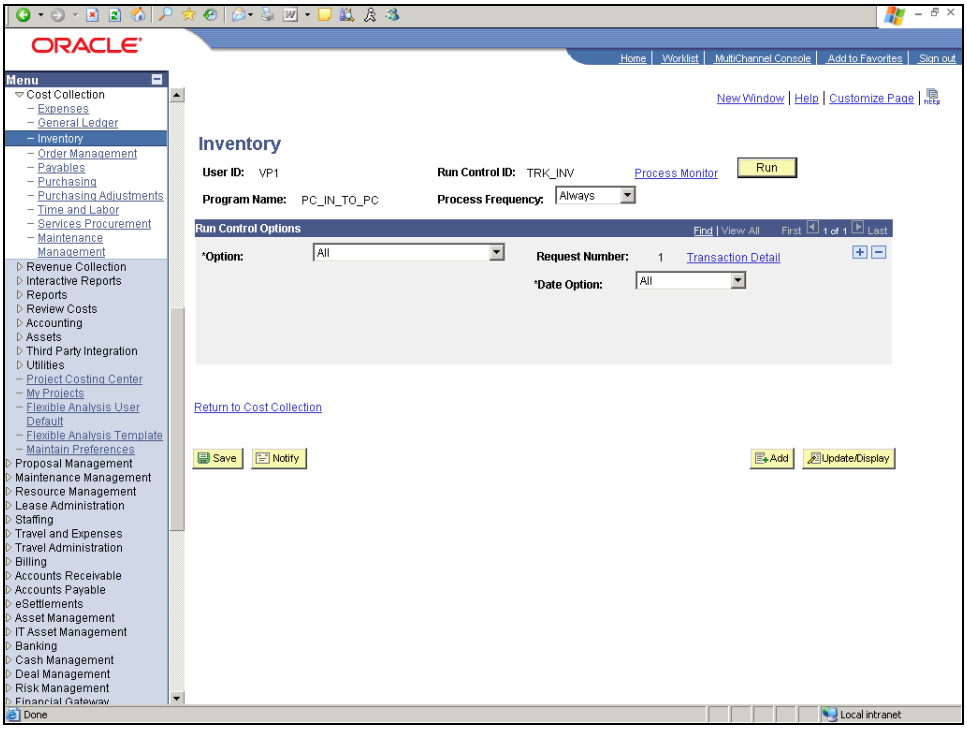
Step	Action
1.	Begin by navigating to the **Inventory** page. Click the **Project Costing** link. ▷ Project Costing



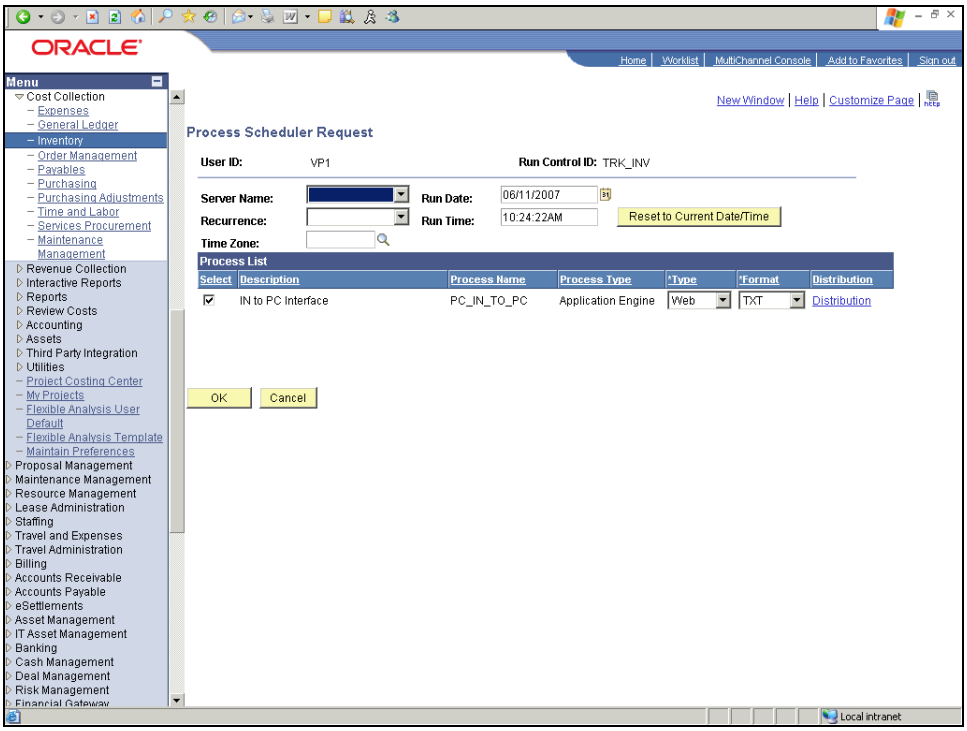
Step	Action
2.	Click the **Cost Collection** link.
3.	Click the **Inventory** link.



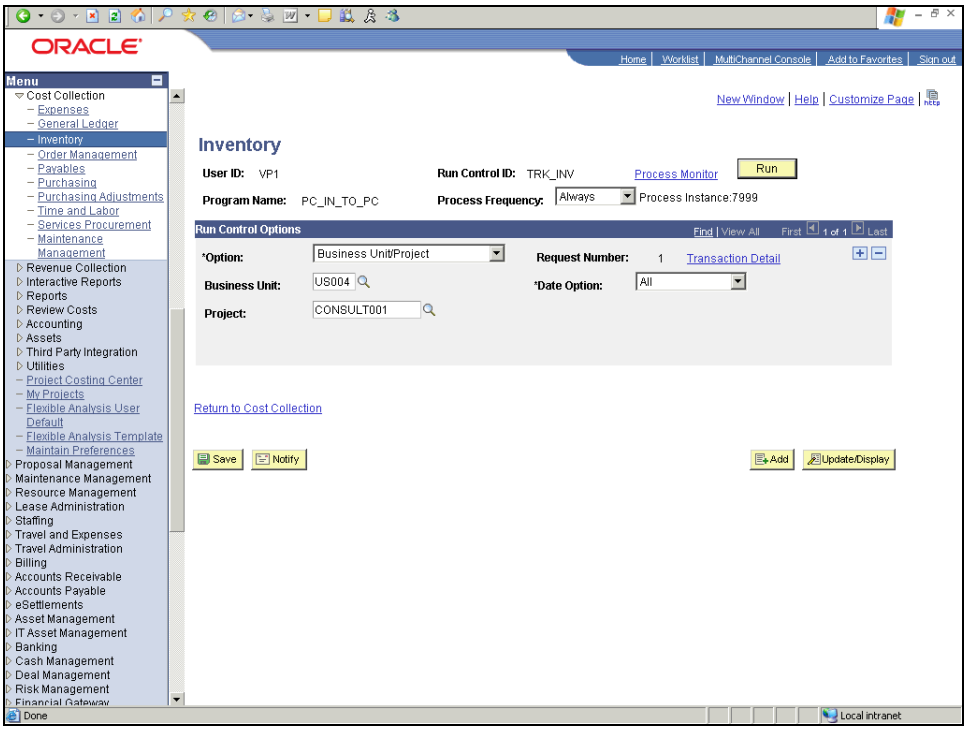
Step	Action
4.	You can run this process by searching for an existing Run Control ID or you can add a new value. Creating a Run Control ID that is relevant to the process may help you remember it for future use. Click the **Add a New Value** tab.
5.	A **Run Control ID** is an identifier that, when paired with your User ID, uniquely identifies the process you are running. The Run Control ID defines parameters that are used when a process is run. This ensures that when a process runs in the background, the system does not prompt you for additional values. Enter the desired information into the **Run Control ID** field. Enter "**TRK_INV**".
6.	Click the **Add** button. Add
7.	Use the **Inventory** page to enter the request parameters. These parameters will be used to define the processing rules and data to be included when the process is run.



Step	Action
8.	Use the **Option** field to select a project business unit, project, or activity option to restrict processing to these values. Click the **Option** list. All
9.	Click the **Business Unit/Project** list item. Business Unit/Project
10.	Click in the **Business Unit** field.
11.	Enter the desired information into the **Business Unit** field. Enter "**US004**".
12.	Use the **Date Option** field to filter by Accounting Date, Transaction Date, or both.
13.	Click in the **Project** field.
14.	Enter the desired information into the **Project** field. Enter "**CONSULT001**".
15.	Click the **Run** button. Run
16.	Use the **Process Scheduler Request** page to enter or update parameters, such as server name and process output format.

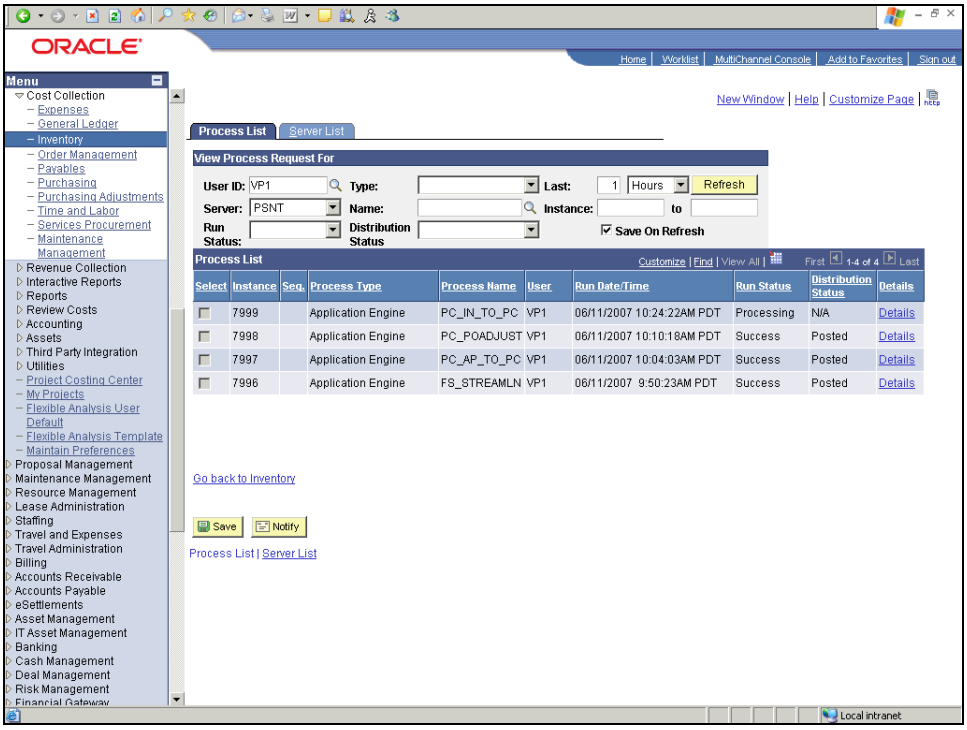


Step	Action
17.	You must select a **Server Name** to identify the server on which the process will run. If you use the same Run Control ID for subsequent processes, the server name that you last used will default in this field. Click the **Server Name** list.
18.	Click the **PSNT** list item. PSNT
19.	Use the **Type** field to select the type of output you want to generate for this job. Your four choices are File, Printer, Email, or Web.
20.	Use the **Format** field to define the output format for the report. The values are dependent upon the Process Type you have selected. In this example, the default value is TXT.
21.	Click the **OK** button. OK
22.	Notice the **Process Instance** number appears. This number helps you identify the process you have run when you check the status.



Step	Action
23.	Click the **Process Monitor** link. Process Monitor

Step	Action
24.	Use the **Process List** page to view the status of submitted process requests.



Step	Action
25.	The current status of the process is Processing. The process is finished when the status is Success. Continue to click the **Refresh** button until the status is Success. Click the **Refresh** button. Refresh
26.	The status is Success.
27.	You have successfully loaded fulfilled demands from Inventory to Project Costing for a project. **End of Procedure.**

Reconciling Requisitions to Commitments

PeopleSoft Project Costing integrates with PeopleSoft Purchasing, Inventory, and Payables to track requisitions, committed costs, and actual costs. When Purchasing issues a commitment or purchase order for an item that has been requisitioned, you can reverse the requisition in Project Costing to avoid duplicating the cost. Similarly, when Inventory or Payables issues an actual cost for a commitment, you can reverse the commitment in Project Costing to avoid duplicating the cost.

In tracking costs to reconcile requisitions and commitments, Project Costing uses the following formulas:

Cost Exposure = Requisitions + Commitments
Cost Exposure = (Requisitions - Requisition Reversals) + Commitments

The first formula shows the total cost for requisitions and commitments. The second formula shows how requisition reversals eliminate duplicate costs.

In tracking costs to reconcile commitments and actual costs, Project Costing uses the following formula:

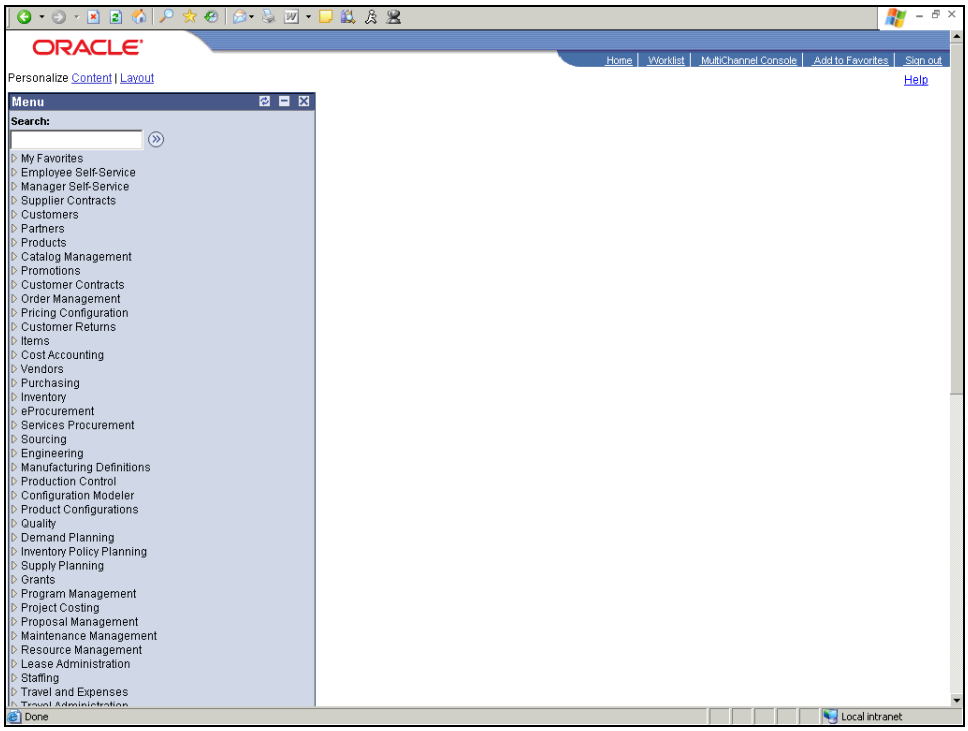
Costs = (Commitments - Commitment Reversals) + Actual Costs

This formula shows how commitment reversals eliminate duplicate costs.

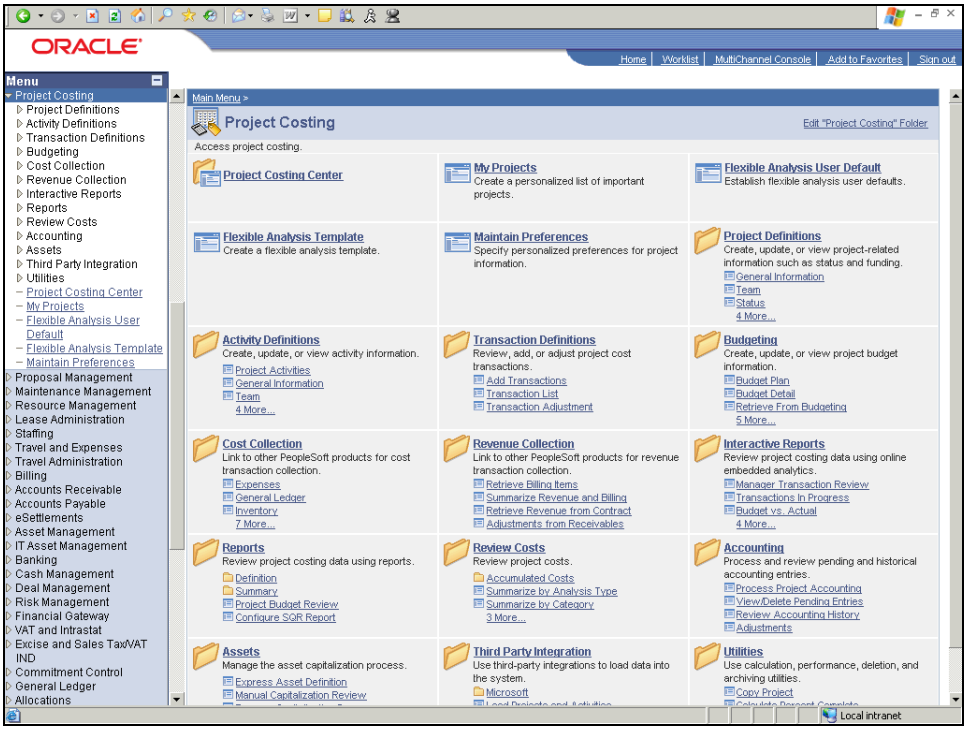
The Reconciling Requisitions to Commitments reverses out the requisition so that the cost is not counted twice.

Consider this scenario: You have processed commitment rows from Purchasing for an activity. To verify that you do not double costs, you must reconcile the requisition rows with the commitment rows. Your goal is to process a requisition reversal in PeopleSoft.

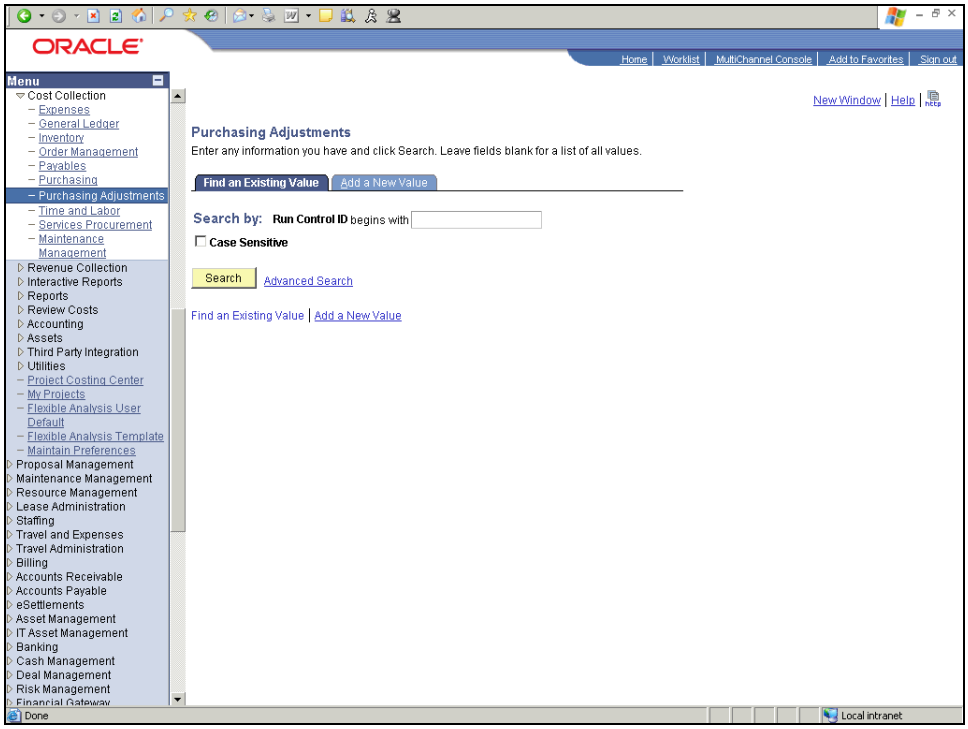
Procedure



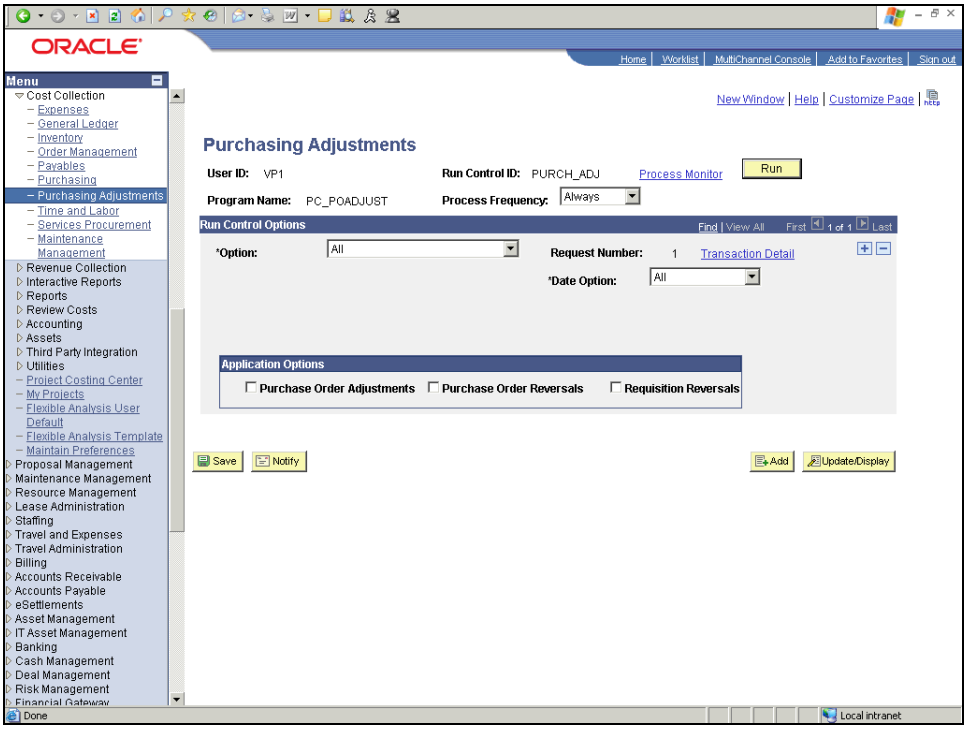
Step	Action
1.	Begin by navigating to the **Purchasing Adjustments** page. Click the **Project Costing** link. ▷ Project Costing



Step	Action
2.	Click the **Cost Collection** link.
3.	Click the **Purchasing Adjustments** link.

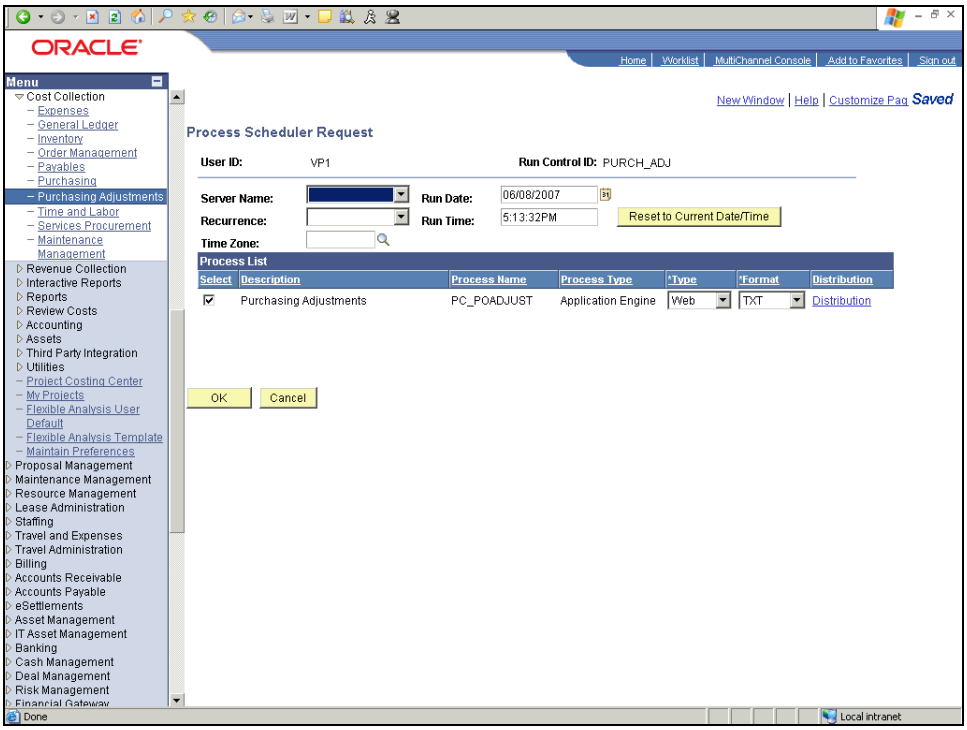


Step	Action
4.	You can run this process by searching for an existing Run Control ID or you can add a new value. Creating a Run Control ID that is relevant to the process may help you remember it for future use. Click the **Add a New Value** tab.
5.	A **Run Control ID** is an identifier that, when paired with your User ID, uniquely identifies the process you are running. The Run Control ID defines parameters that are used when a process is run. This ensures that when a process runs in the background, the system does not prompt you for additional values. Enter the desired information into the **Run Control ID** field. Enter "**PURCH_ADJ**".
6.	Click the **Add** button. Add
7.	Use the **Purchasing Adjustments** page to enter the request parameters. These parameters will be used to define the processing rules and data to be included when the process is run.

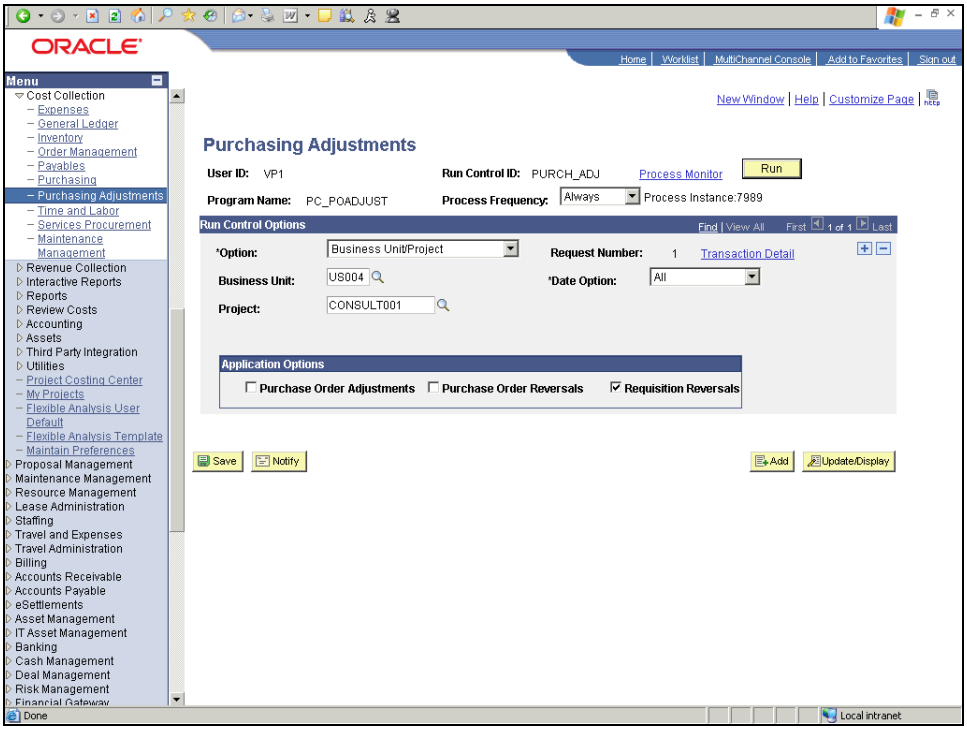


Step	Action
8.	Use the **Option** field to select a project business unit, project, or activity option to restrict processing to these values. Click the **Option** list. All
9.	Click the **Business Unit/Project** list item. Business Unit/Project
10.	Click in the **Business Unit** field.
11.	Enter the desired information into the **Business Unit** field. Enter "**US004**".
12.	Use the **Date Option** field to filter by Accounting Date, Transaction Date, or both. For this example, use the default selection.
13.	Click in the **Project** field.
14.	Enter the desired information into the **Project** field. Enter "**CONSULT001**".
15.	Click the **Requisition Reversals** option. Requisition Reversals
16.	Click the **Run** button. Run

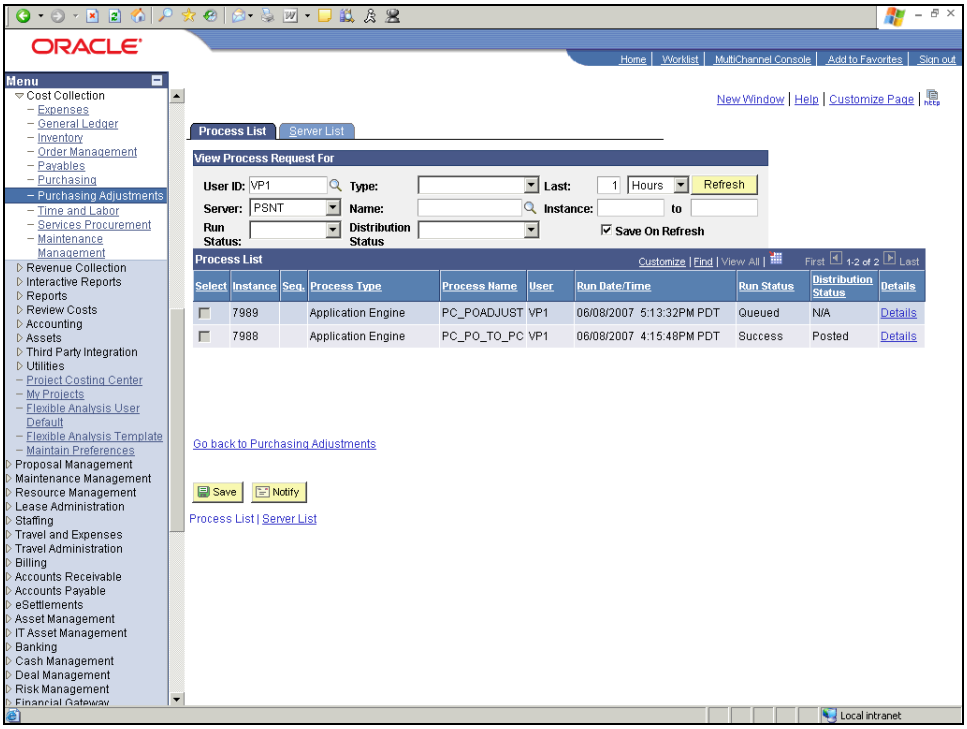
Step	Action
17.	Use the **Process Scheduler Request** page to enter or update parameters, such as server name and process output format.



Step	Action
18.	You must select a **Server Name** to identify the server on which the process will run. If you use the same Run Control ID for subsequent processes, the server name that you last used will default in this field. Click the **Server Name** list. 
19.	Click the **PSNT** list item. PSNT
20.	Use the **Type** field to select the type of output you want to generate for this job. Your four choices are File, Printer, Email, or Web.
21.	Use the **Format** field to define the output format for the report. The values are dependent upon the Process Type you have selected. In this example, the default value is TXT.
22.	Click the **OK** button. OK
23.	Notice the **Process Instance** number appears. This number helps you identify the process you have run when you check the status.



Step	Action
24.	Click the **Process Monitor** link. Process Monitor
25.	Use the **Process List** page to view the status of submitted process requests.



Step	Action
26.	The current status of the process is Queued. The process is finished when the status is Success. Continue to click the **Refresh** button until the status is Success. Click the **Refresh** button. Refresh
27.	The status is now Success.
28.	You have successfully reversed a requisition for the specified business unit, project, and activity so that the cost is not duplicated. **End of Procedure.**

Projects Integration with Time and Labor

Labor is one of the most important costs associated with projects. Project Costing integrates with Time and Labor to pull in estimated gross labor costs and actual labor distributed costs. You can assign these costs to specific projects and activities.

Project Costing also integrates with the Billing in PeopleSoft so that you can include time and labor costs for projects in your normal billing cycle.

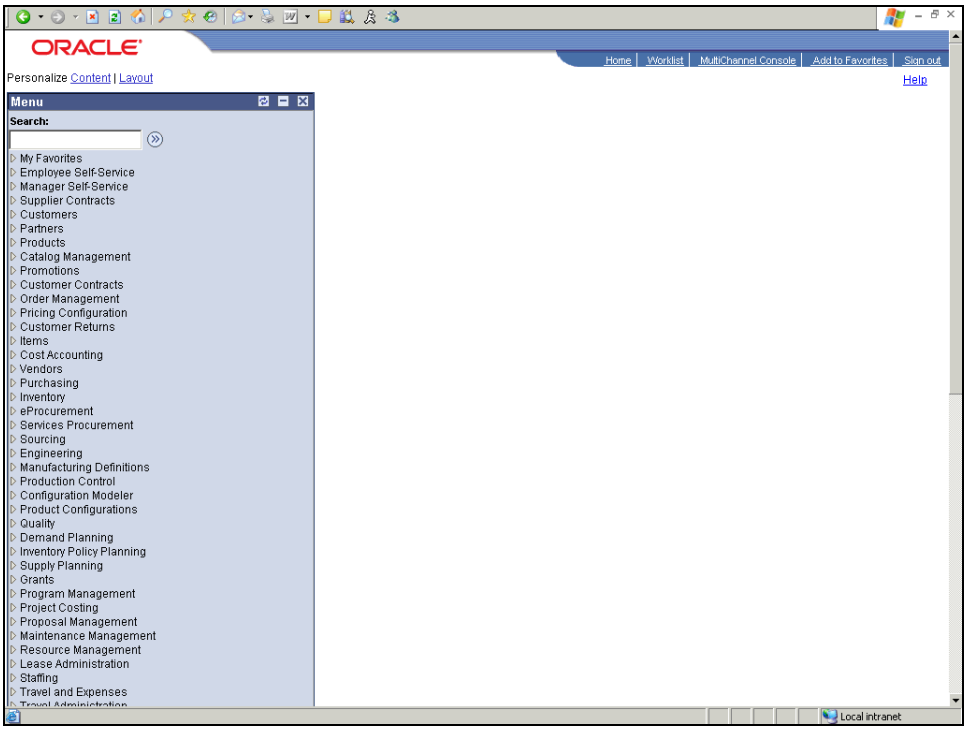
Upon successful completion of this lesson, you will be able to import time and labor data into Project Costing.

Importing Time and Labor Data

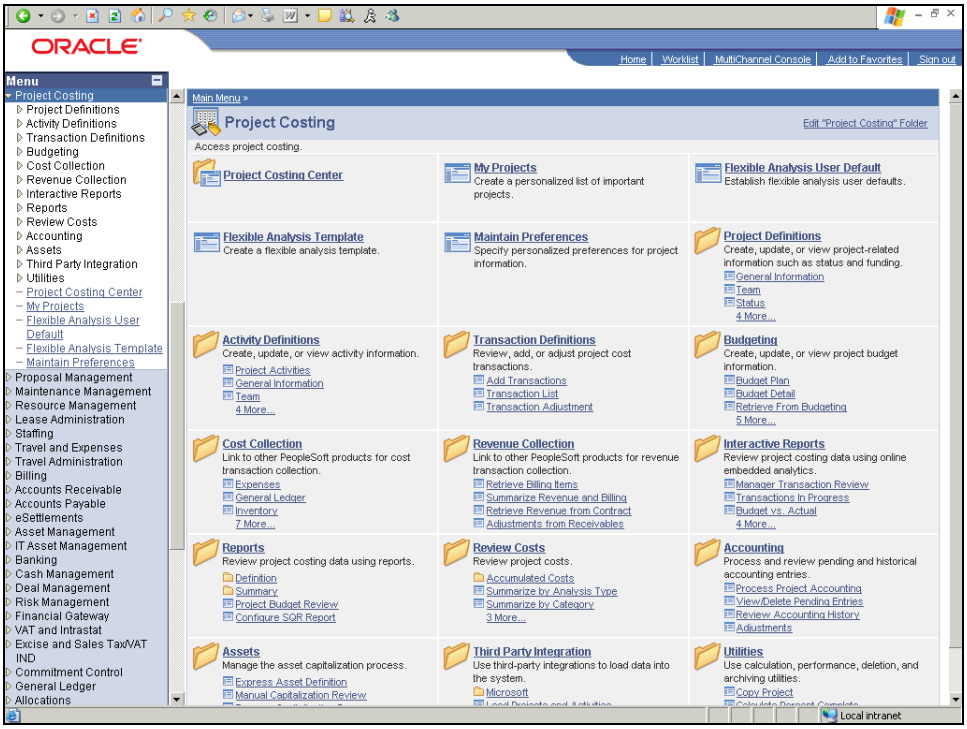
You can import time and labor data from your Time and Labor system into the Project Costing system. This process moves the time and labor data from the interface table INTFC_PROJ_TL into the Project Resources table.

Consider this scenario: After the close of a payroll period, PeopleSoft Time and Labor distributes payroll expenses to the Employee Time Detail records. Your goal is to import these rows into PeopleSoft Project Costing as transactions with an analysis type of PAY (actual paid amounts).

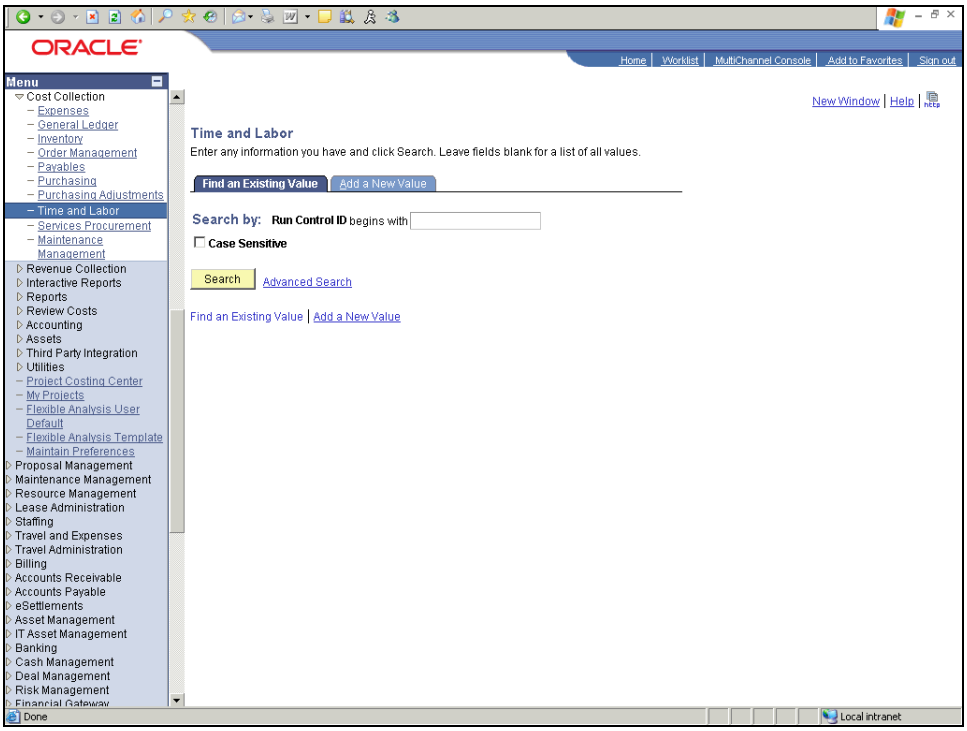
Procedure



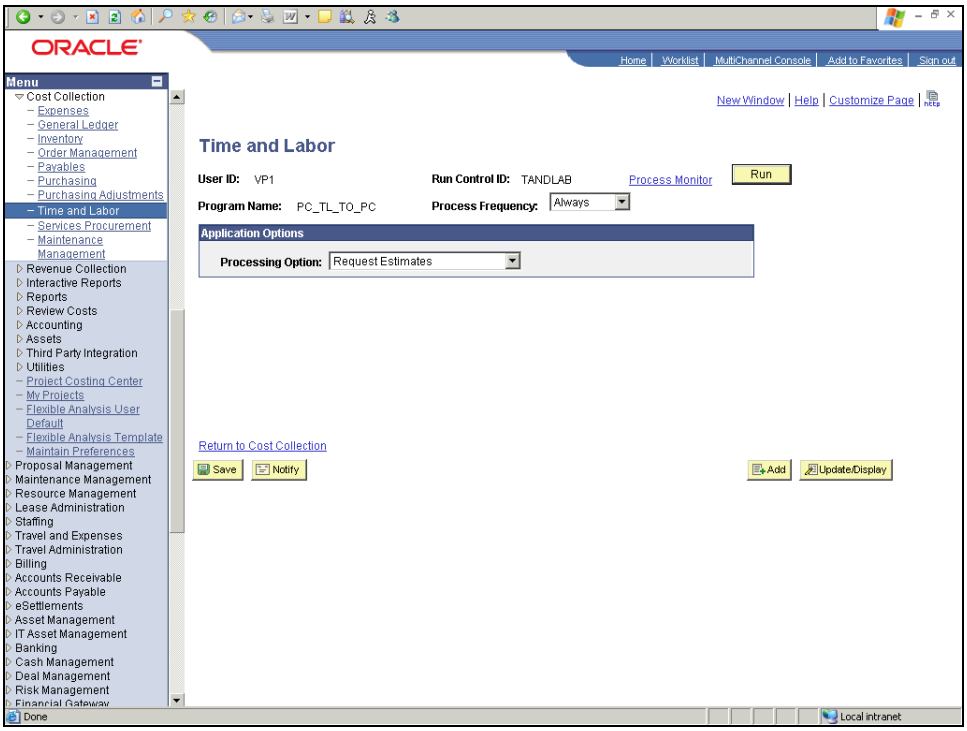
Step	Action
1.	Begin by navigating to the **Time and Labor** page. Click the **Project Costing** link. ▷ Project Costing



Step	Action
2.	Click the **Cost Collection** link.
3.	Click the **Time and Labor** link.

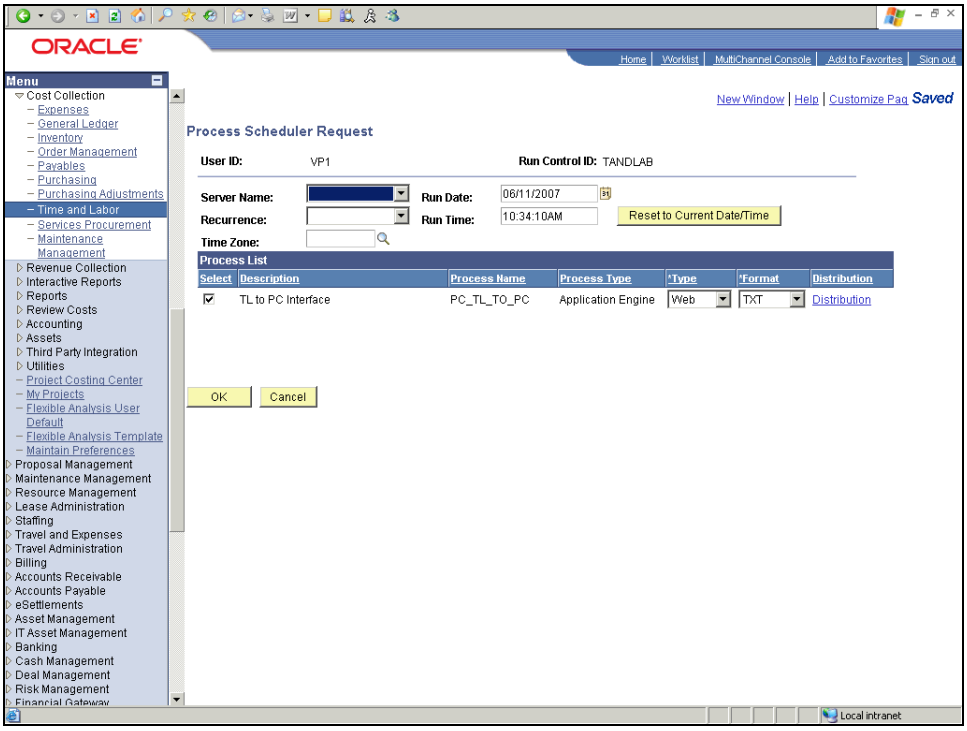


Step	Action
4.	You can run this process by searching for an existing Run Control ID or you can add a new value. Creating a Run Control ID that is relevant to the process may help you remember it for future use Click the **Add a New Value** tab.
5.	A **Run Control ID** is an identifier that, when paired with your User ID, uniquely identifies the process you are running. The Run Control ID defines parameters that are used when a process is run. This ensures that when a process runs in the background, the system does not prompt you for additional values. Enter the desired information into the **Run Control ID** field. Enter "**TANDLAB**".
6.	Click the **Add** button. Add
7.	Use the **Time and Labor** page to enter the request parameters. These parameters will be used to define the processing rules and data to be included when the process is run.



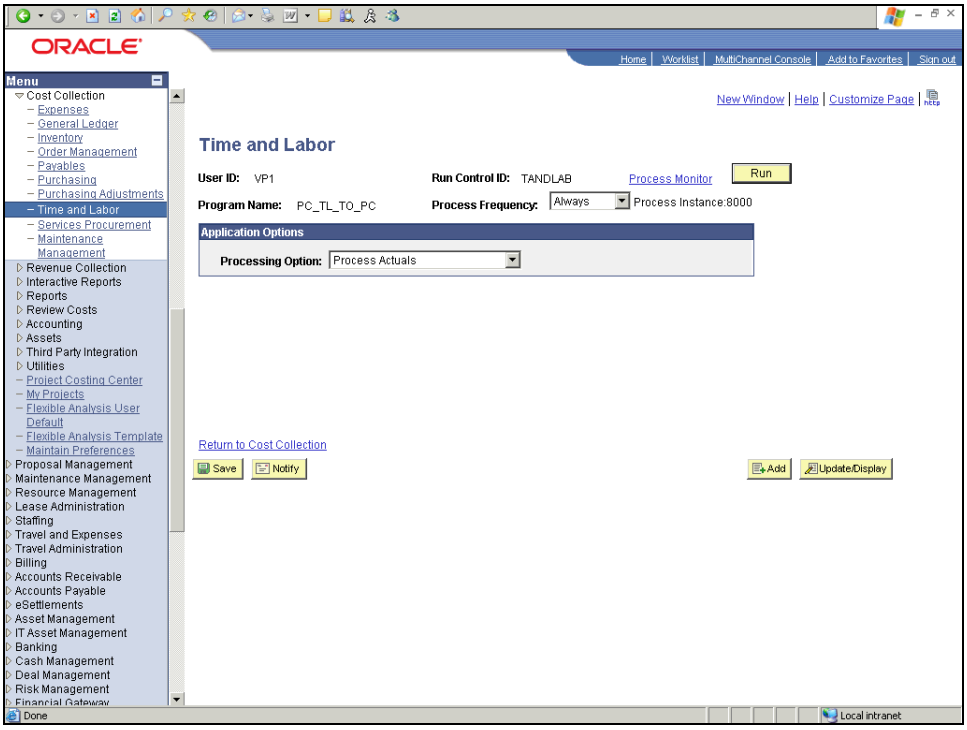
Step	Action
8.	Click the **Processing Option** list. Request Estimates

Step	Action
9.	Click the **Process Actuals** list item. Process Actuals
10.	Click the **Run** button. Run
11.	Use the **Process Scheduler Request** page to enter or update parameters, such as server name and process output format.

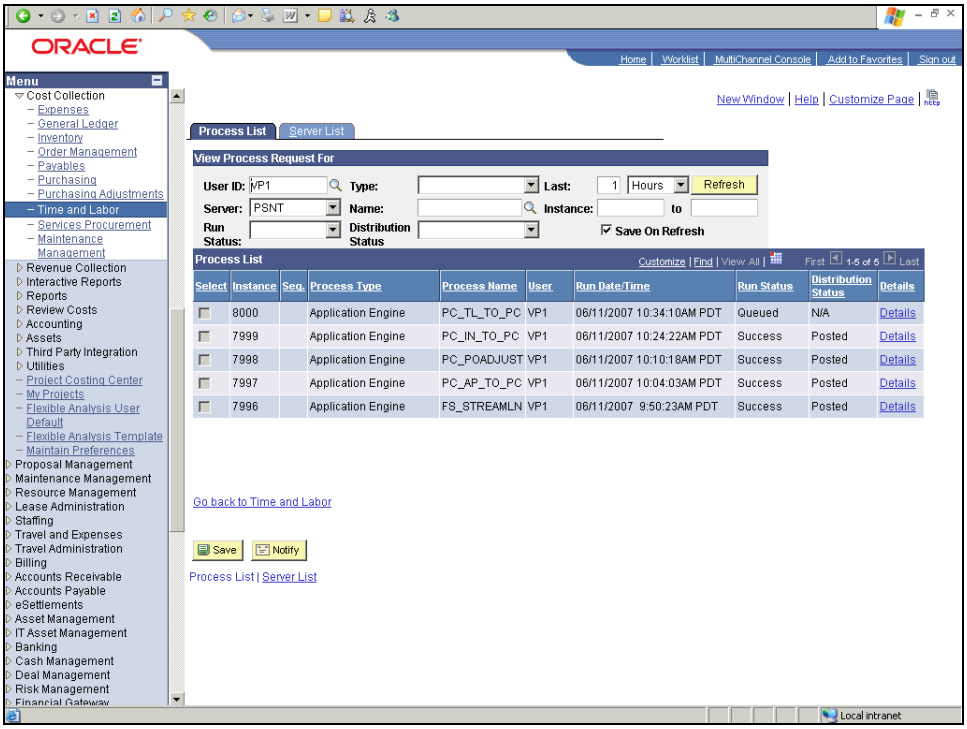


Step	Action
12.	You must select a **Server Name** to identify the server on which the process will run. If you use the same Run Control ID for subsequent processes, the server name that you last used will default in this field. Click the **Server Name** list.
13.	Click the **PSNT** list item. PSNT
14.	Use the **Type** field to select the type of output you want to generate for this job. Your four choices are File, Printer, Email, or Web.
15.	Use the **Format** field to define the output format for the report. The values are dependent upon the Process Type you have selected. In this example, the default value is TXT.

Step	Action
16.	Click the **OK** button. OK
17.	Notice the **Process Instance** number appears. This number helps you identify the process you have run when you check the status.



Step	Action
18.	Click the **Process Monitor** link. Process Monitor
19.	Use the **Process List** page to view the status of submitted process requests.



Step	Action
20.	The current status of the process is Queued. The process is finished when the status is Success. Continue to click the **Refresh** button until the status is Success. Click the **Refresh** button. Refresh
21.	The status is now Success.
22.	You have successfully imported Time and Labor data into your Project Costing system. **End of Procedure.**

Projects Integration with Expenses

Members of a project team might work in separate locations, work on separate activities at different times and/or locations, or work together at client or company sites in other cities or countries. Therefore, the project members can incur daily business expenses in a variety of locations for a variety of reasons. PeopleSoft Project Costing integrates with PeopleSoft Expenses to gather all of these costs for reporting, analysis, or billing.

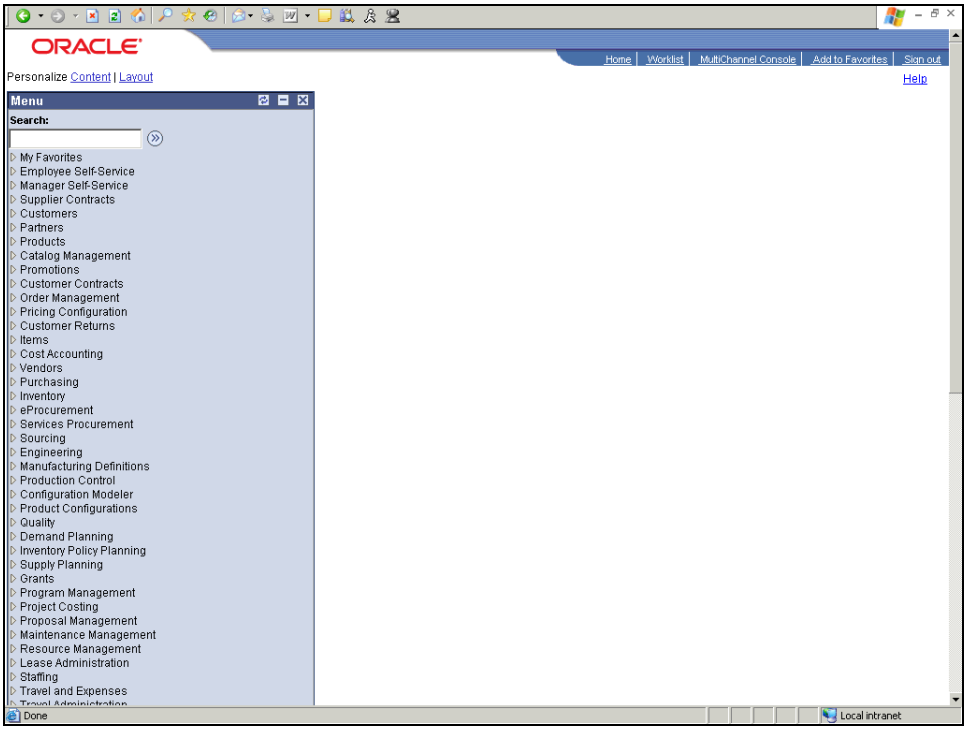
Upon successful completion of this lesson, you will be able to collect costs from expenses.

Collecting Costs from Expenses

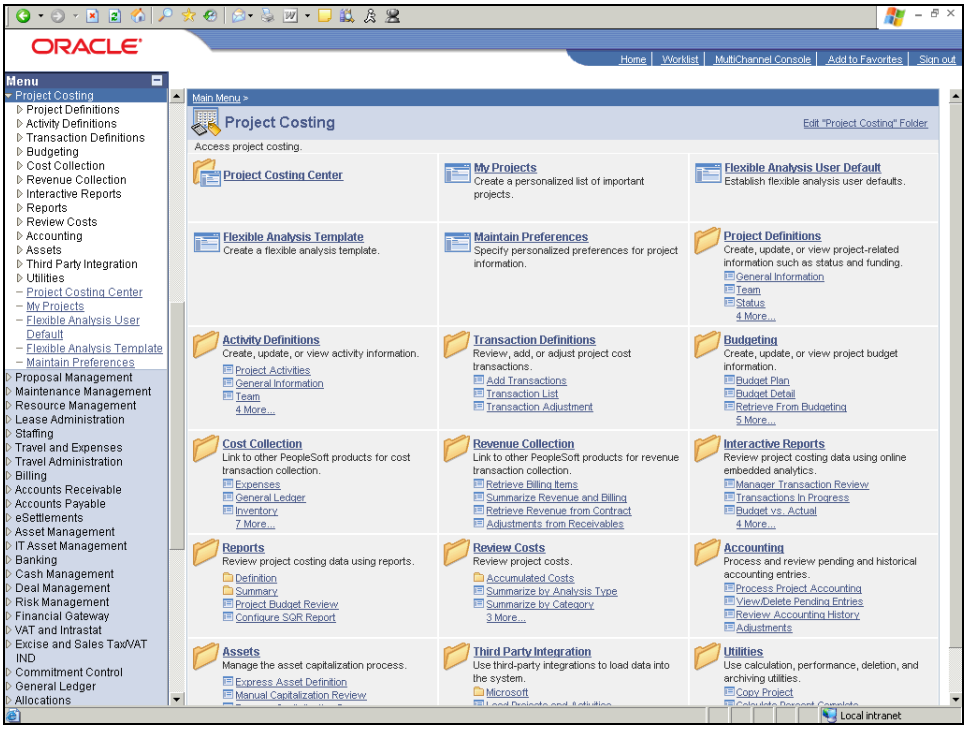
You can collect costs, tracked in PeopleSoft Expenses, and pull them into Project Costing. These costs can then be used for project reporting and analysis, or included in customer bills.

Consider this scenario: Expenses have been approved for your specific project. Your goal is to load the expenses information into Project Costing.

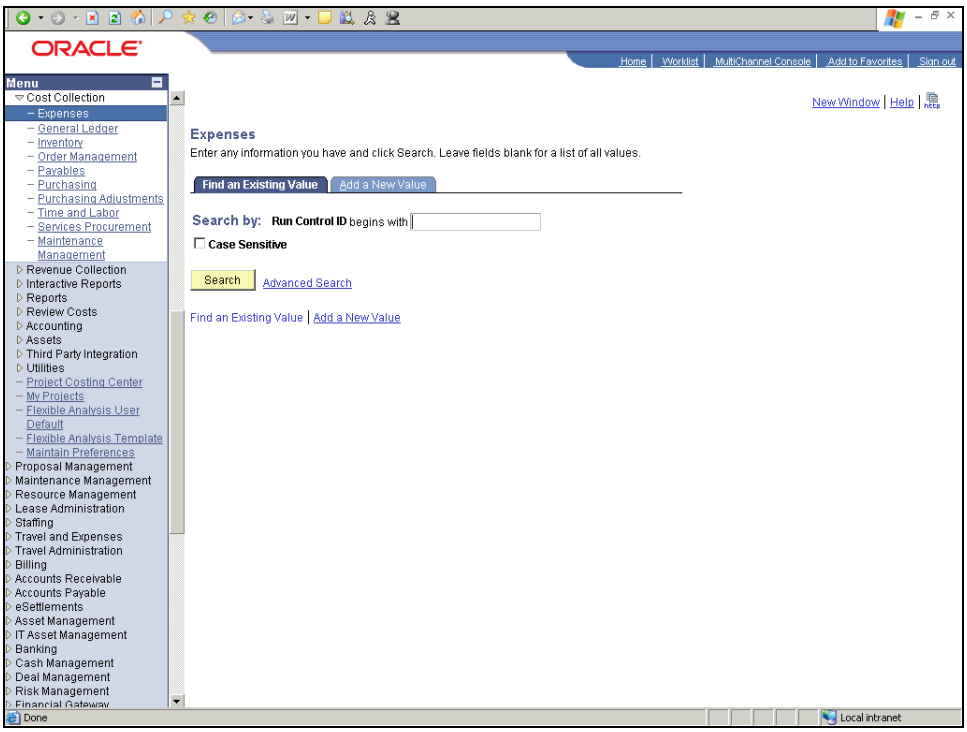
Procedure



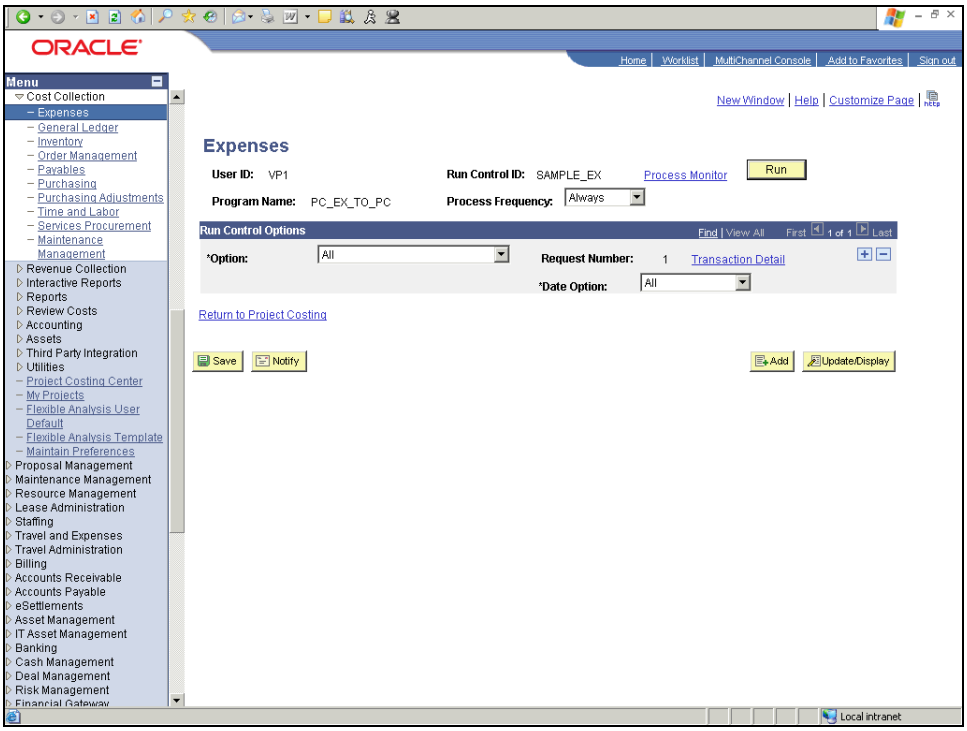
Step	Action
1.	Begin by navigating to the **Expenses** page. Click the **Project Costing** link. ▷ Project Costing



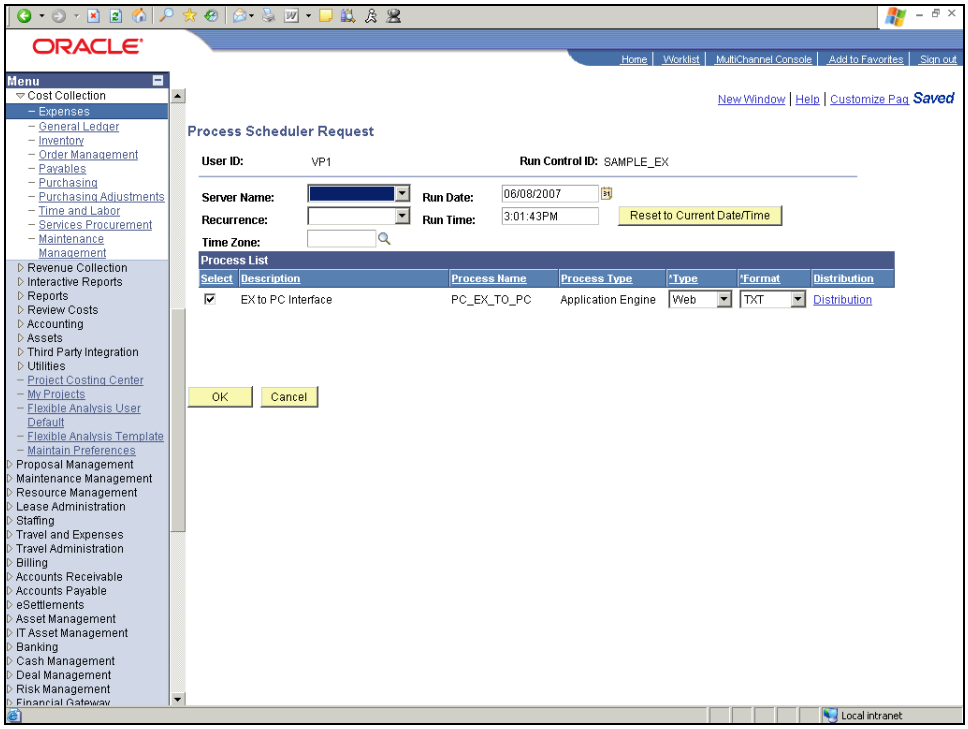
Step	Action
2.	Click the **Expenses** link. Expenses



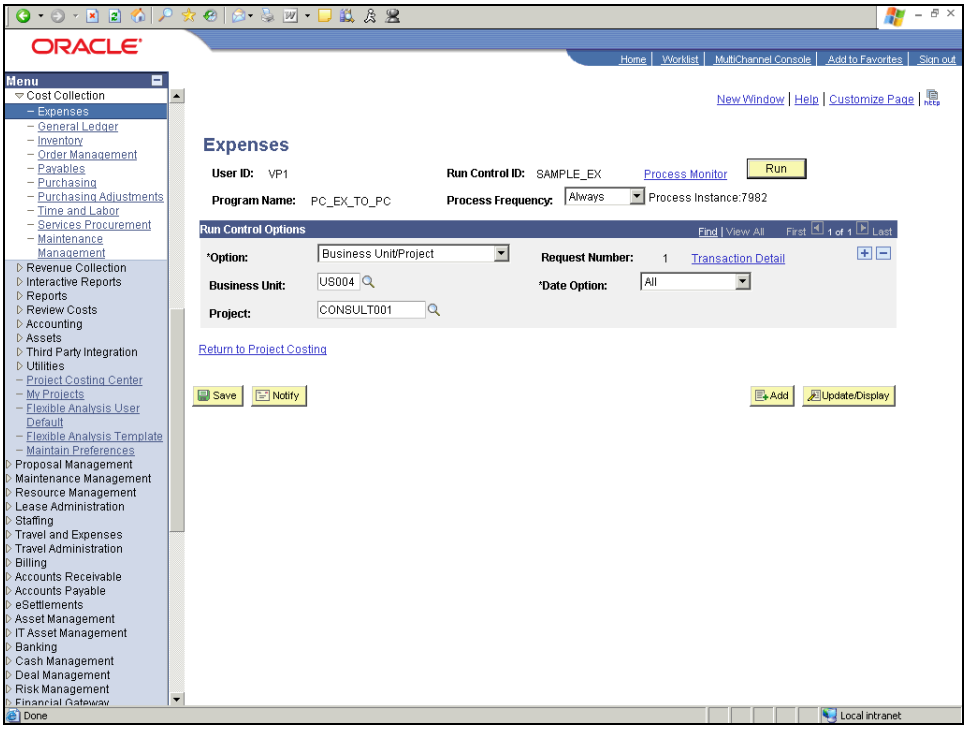
Step	Action
3.	You can run this process by searching for an existing Run Control ID or you can add a new value. Creating a Run Control ID that is relevant to the process may help you remember it for future use. Click the **Add a New Value** tab.
4.	A **Run Control ID** is an identifier that, when paired with your User ID, uniquely identifies the process you are running. The Run Control ID defines parameters that are used when a process is run. This ensures that when a process runs in the background, the system does not prompt you for additional values. Enter the desired information into the **Run Control ID** field. Enter "**SAMPLE_EX**".
5.	Click the **Add** button. Add
6.	Use the **Expenses** page to enter the request parameters. These parameters will be used to define the processing rules and data to be included when the process is run.



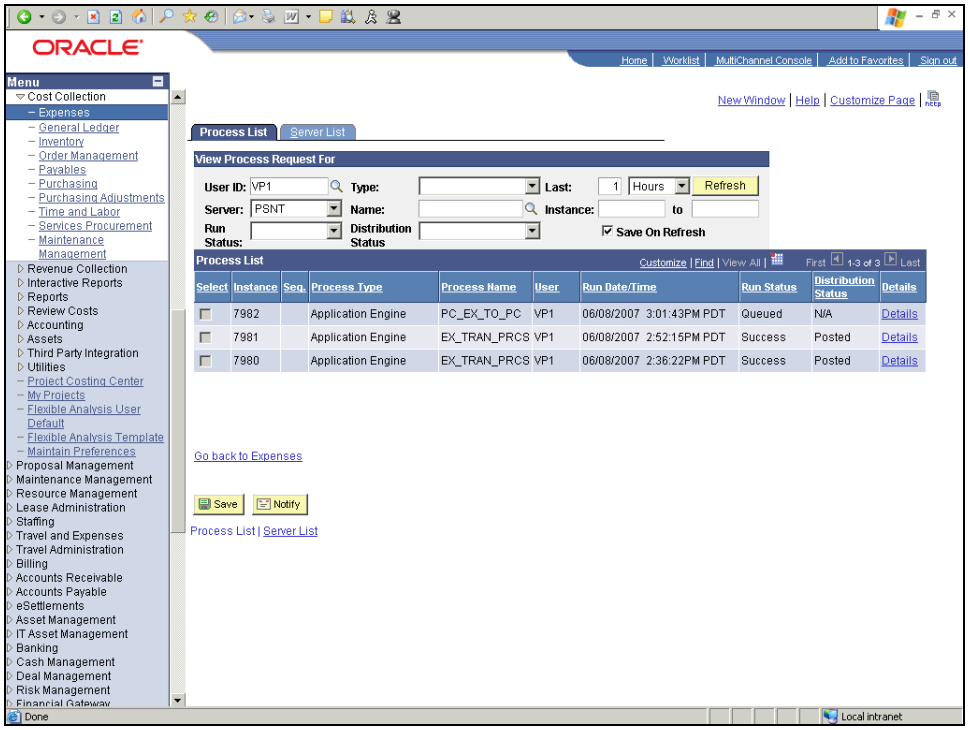
Step	Action
7.	Use the **Option** field to select a project business unit, project, or activity option to restrict processing to these values. Click the **Option** list. All
8.	Click the **Business Unit/Project** list item. Business Unit/Project
9.	Click in the **Business Unit** field.
10.	Enter the desired information into the **Business Unit** field. Enter "**US004**".
11.	Use the **Date Option** field to filter by Accounting Date, Transaction Date, or both. For this example, use the default selection.
12.	Click in the **Project** field.
13.	Enter the desired information into the **Project** field. Enter "**CONSULT001**".
14.	Click the **Run** button. Run
15.	Use the **Process Scheduler Request** page to enter or update parameters, such as server name and process output format.



Step	Action
16.	You must select a **Server Name** to identify the server on which the process will run. If you use the same Run Control ID for subsequent processes, the server name that you last used will default in this field. Click the **Server Name** list.
17.	Click the **PSNT** list item. PSNT
18.	Use the **Type** field to select the type of output you want to generate for this job. Your four choices are File, Printer, Email, or Web.
19.	Use the **Format** field to define the output format for the report. The values are dependent upon the Process Type you have selected. In this example, the default value is TXT.
20.	Click the **OK** button. OK
21.	Notice the **Process Instance** number appears. This number helps you identify the process you have run when you check the status.



Step	Action
22.	Click the **Process Monitor** link. Process Monitor
23.	Use the **Process List** page to view the status of submitted process requests.



Step	Action
24.	The current status of the process is Queued. The process is finished when the status is Success. Continue to click the **Refresh** button until the status is Success. Click the **Refresh** button. Refresh
25.	The status is now Success.
26.	You have successfully collected costs tracked in PeopleSoft Expenses, and imported them into Project Costing to use for project reporting and analysis. **End of Procedure.**

Projects Integration with Third-Party Applications

You can integrate PeopleSoft Project Costing with any third-party application that you use in place of an integrated PeopleSoft application. Integration with a third-party application is a three step process. First, you export the data from the third-party application into the Project Costing interface tables. Then, review and edit the data, if necessary, before loading it into the Project Resources table. Finally, run an application engine process to create resource rows in the Project

Resources table. The resource transaction information comes from the information on the interface tables.

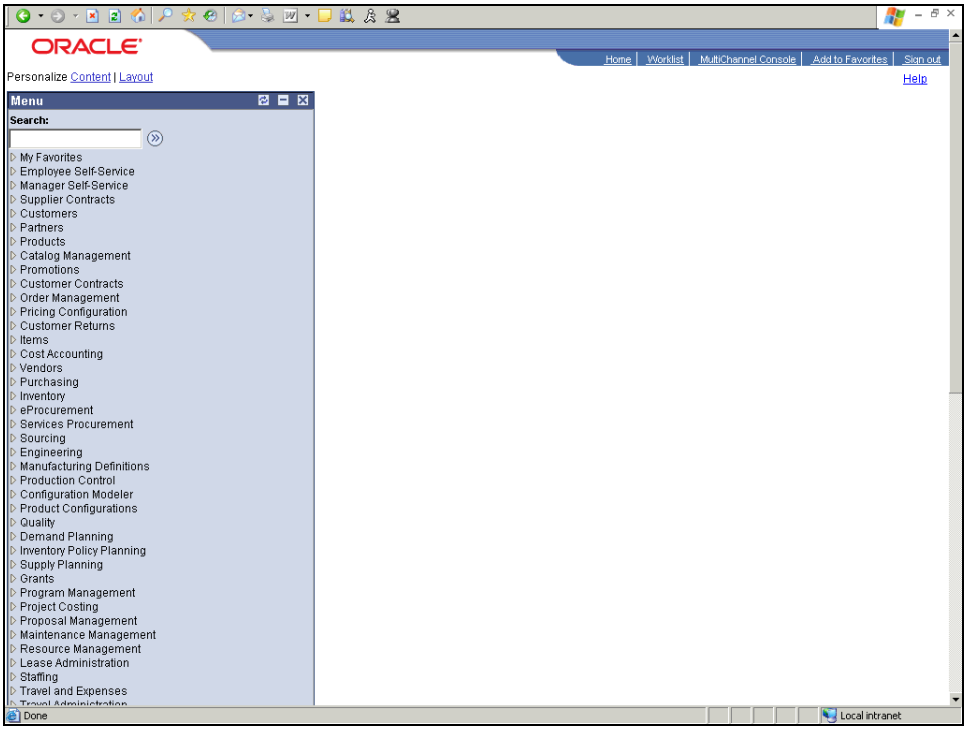
Upon successful completion of this lesson, you will be able to:
• Enter project interface data.
• Enter activity interface data.
• Load project and activity interface data.
• Enter transaction interface data.
• Load transaction interface data.

Entering Project Interface Data

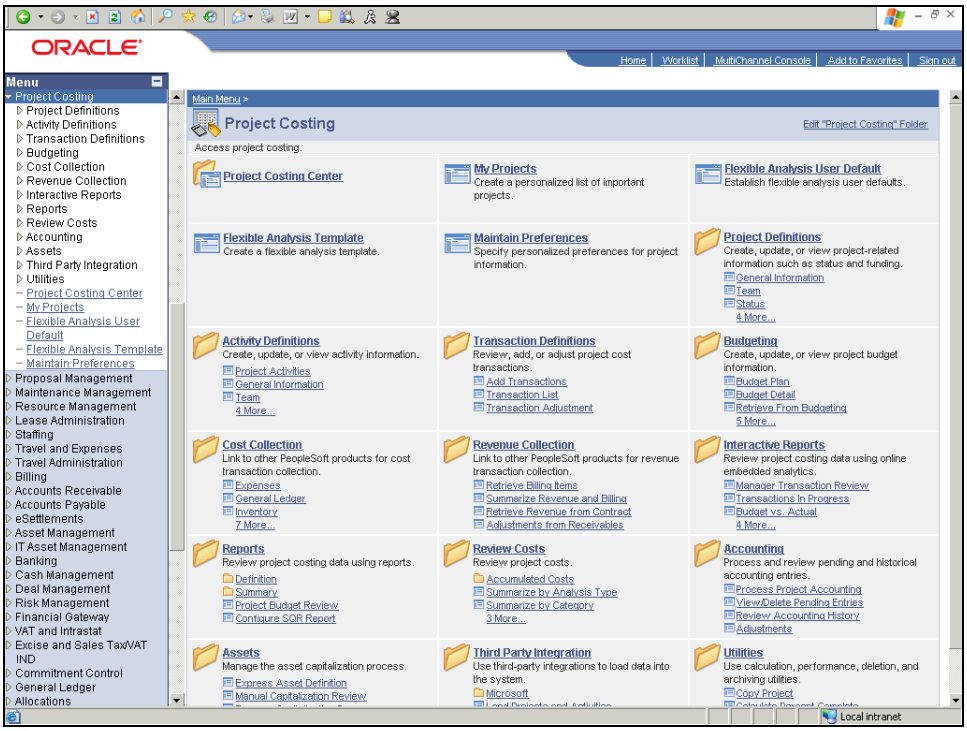
PeopleSoft enables you to integrate third-party software with Project Costing to minimize iterative data entry. Before data is loaded through the Project/Activity Load process, you can manipulate the project interface information in this component or add a new project interface line.

In this topic, your goal is to verify and modify third-party information for a project before running the Project/Activity Load process.

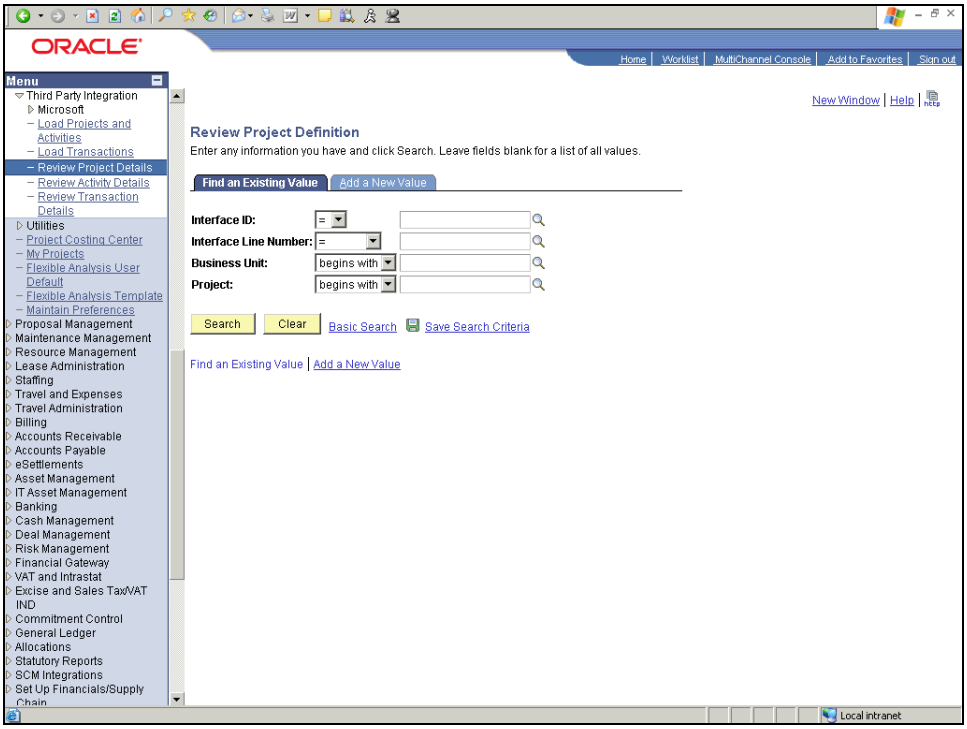
Procedure



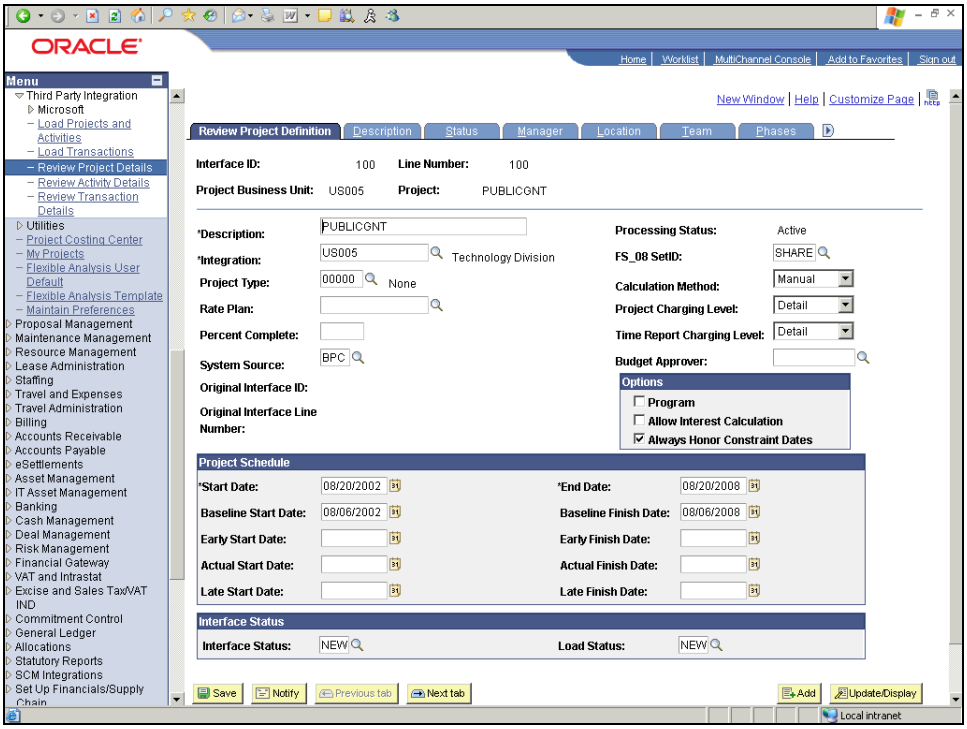
Step	Action
1.	Begin by navigating to the **Location** page. Click the **Project Costing** link. ▷ Project Costing



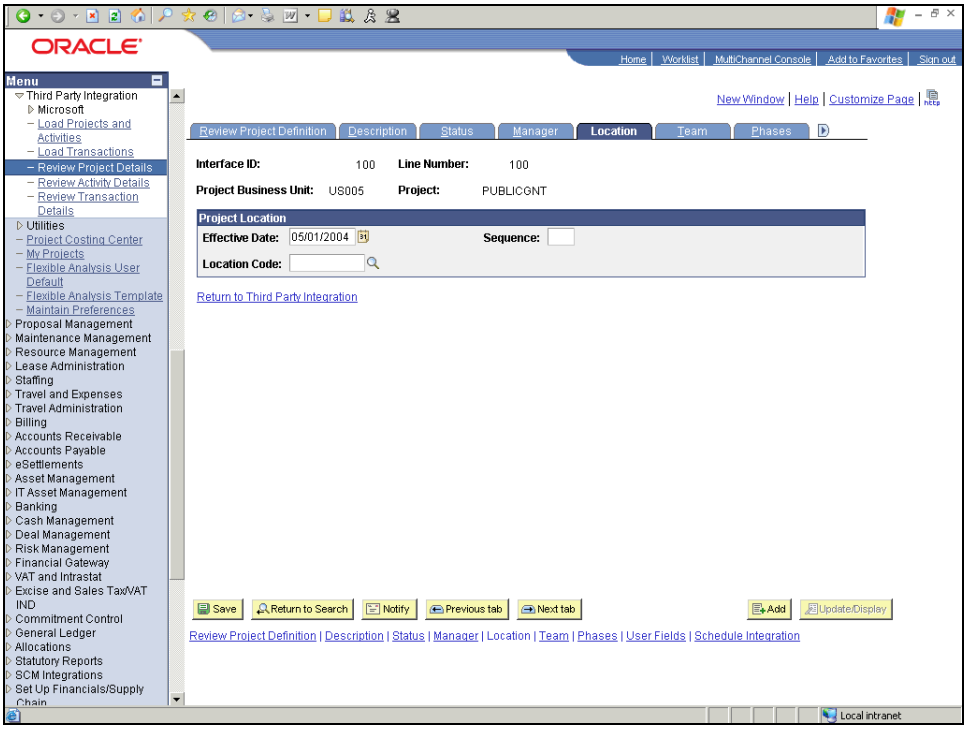
Step	Action
2.	Click the **Third Party Integration** link.
3.	Click the **Review Project Details** link.



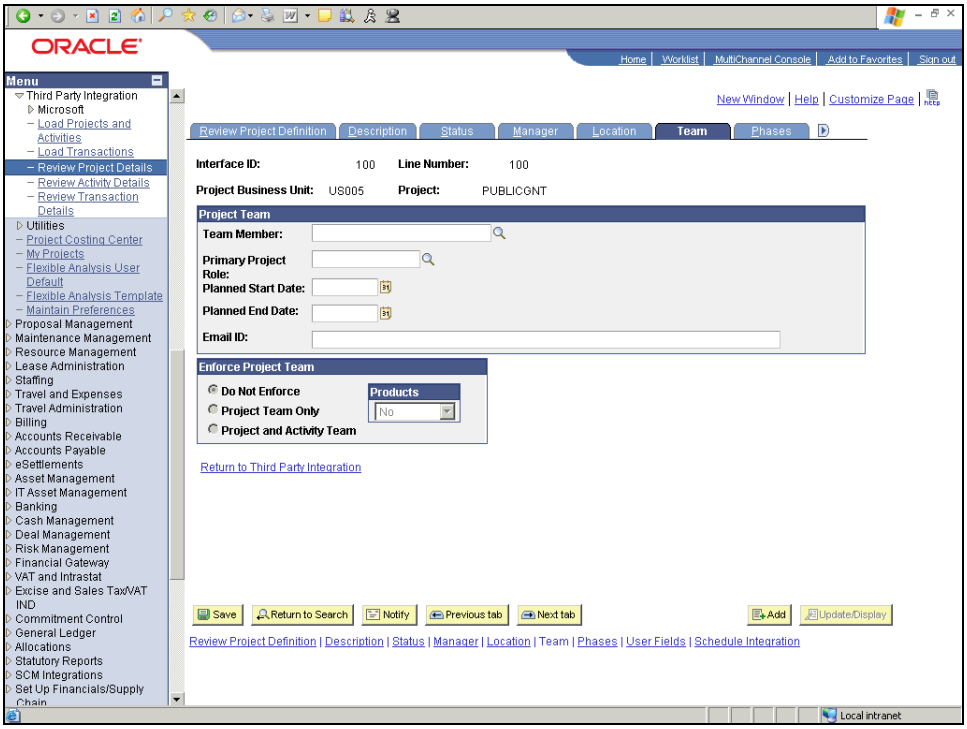
Step	Action
4.	Enter the desired information into the **Interface ID** field. Enter "**100**".
5.	Click in the **Interface Line Number** field.
6.	Enter the desired information into the **Interface Line Number** field. Enter "**100**".
7.	Click in the **Business Unit** field.
8.	Enter the desired information into the **Business Unit** field. Enter "**US005**".
9.	Click in the **Project** field.
10.	Enter the desired information into the **Project** field. Enter "**PUBLICGNT**".
11.	Click the **Search** button. Search



Step	Action
12.	Click the **Show following tabs** button.
13.	Click the **Location** tab.
14.	Use the **Location** page review and edit third-party application project location details.



Step	Action
15.	Enter the desired information into the **Effective Date** field. Enter "**07/01/2007**".
16.	Click in the **Location Code** field.
17.	Enter the desired information into the **Location Code** field. Enter "**US005**".
18.	Click the **Team** tab.
19.	Use the **Team** page to review and edit third-party application project team details.



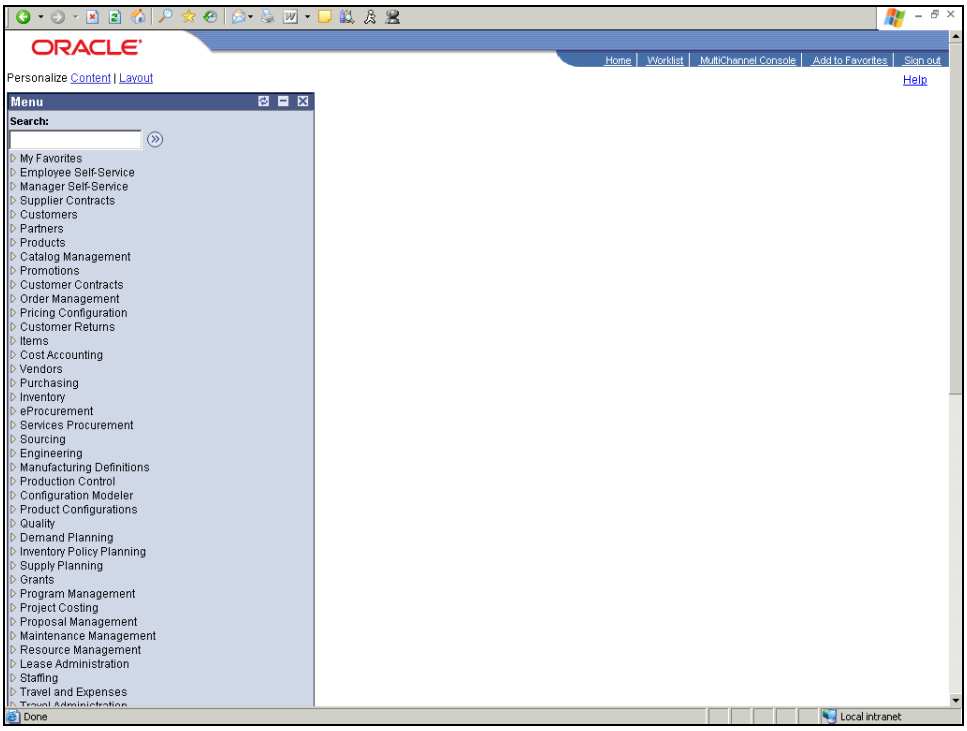
Step	Action
20.	Enter the desired information into the **Team Member** field. Enter "**IXHEEE102**".
21.	Click in the **Primary Project Role** field.
22.	Enter the desired information into the **Primary Project Role** field. Enter "**PROJ MANAGER**".
23.	Click in the **Planned Start Date** field.
24.	Enter the desired information into the **Planned Start Date** field. Enter "**07/01/2007**".
25.	Click in the **Planned End Date** field.
26.	Enter the desired information into the **Planned End Date** field. Enter "**10/01/2007**".
27.	Click the **Save** button.
28.	You have successfully entered third-party project interface data for the specified project. **End of Procedure.**

Entering Activity Interface Data

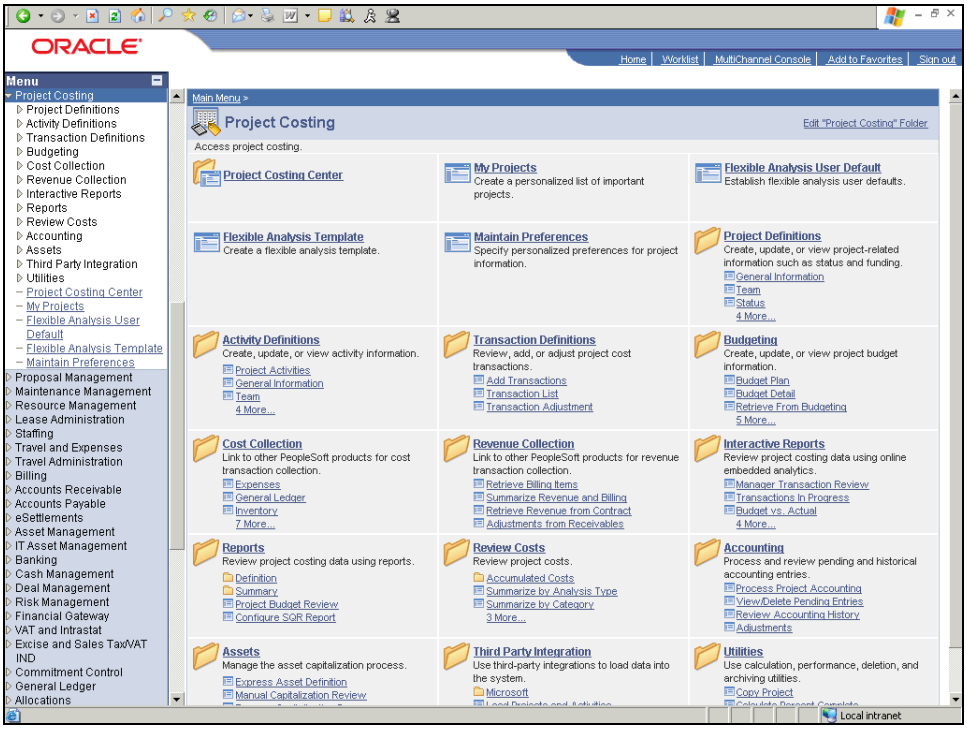
PeopleSoft enables you to integrate third-party software with Project Costing to minimize data entry. Before data is loaded through the Project/Activity Load process, you can manipulate the activity interface information in this component or add a new activity interface line.

In this topic, your goal is to verify third-party information for an activity and change the activity end date before running the Project/Activity Load process.

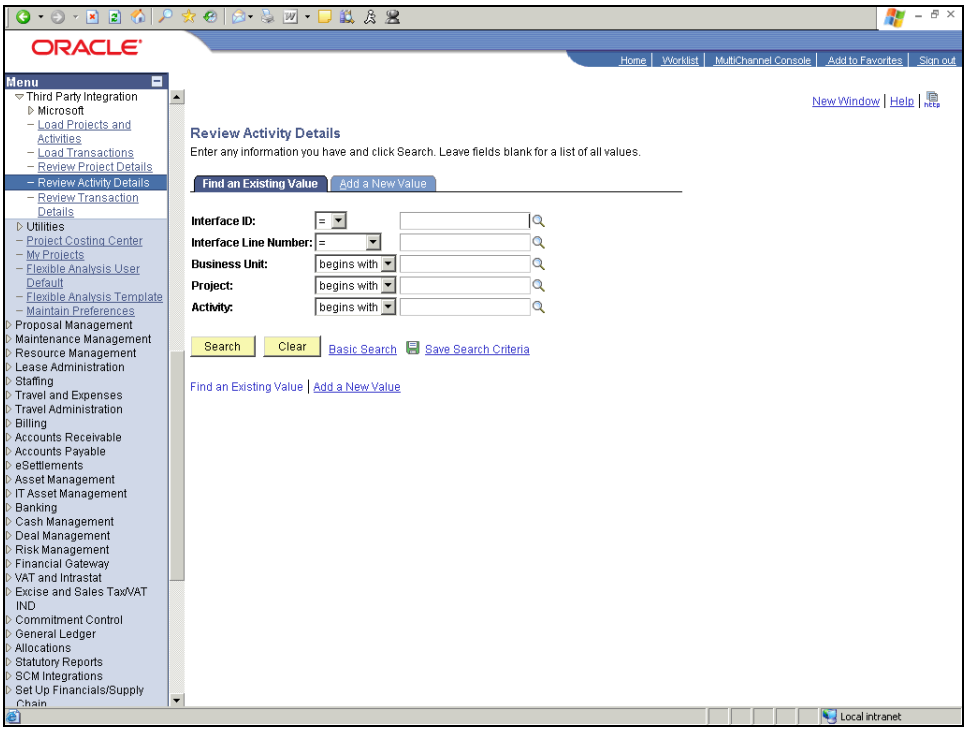
Procedure



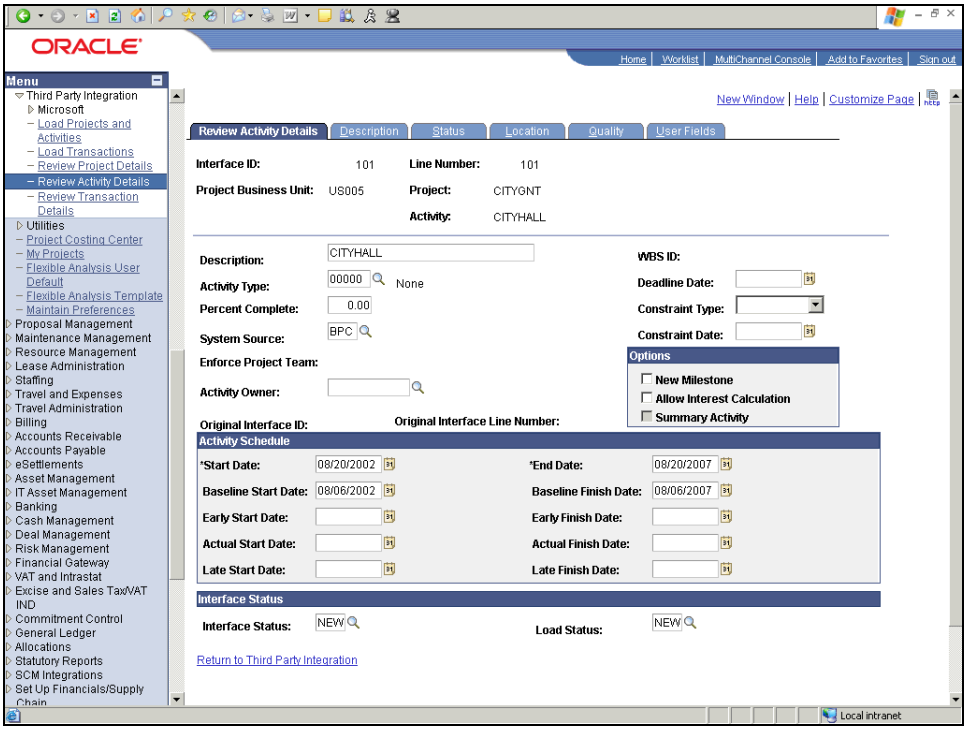
Step	Action
1.	Begin by navigating to the **Review Activity Details** page. Click the **Project Costing** link. ▷ Project Costing



Step	Action
2.	Click the **Third Party Integration** link.
3.	Click the **Review Activity Details** link.



Step	Action
4.	Enter the desired information into the **Interface ID** field. Enter "**101**".
5.	Click in the **Interface Line Number** field.
6.	Enter the desired information into the **Interface Line Number** field. Enter "**101**".
7.	Click in the **Business Unit** field.
8.	Enter the desired information into the **Business Unit** field. Enter "**US005**".
9.	Click in the **Project** field.
10.	Enter the desired information into the **Project** field. Enter "**CITYGNT**".
11.	Click in the **Activity** field.
12.	Enter the desired information into the **Activity** field. Enter "**CITYHALL**".
13.	Click the **Search** button. Search
14.	Use the **Review Activity Details** page to review and edit third-party application activity details.



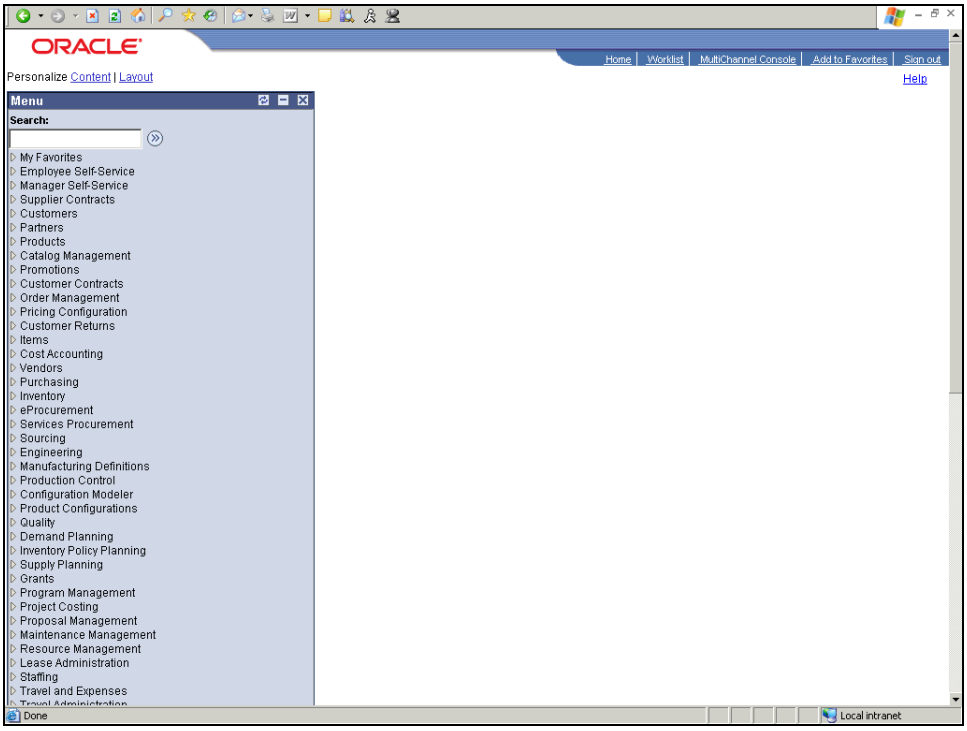
Step	Action
15.	Click in the **End Date** field. 08/20/2007
16.	Enter the desired information into the **End Date** field. Enter "**10/20/2007**".
17.	Click the **vertical** scrollbar.
18.	Click the **Save** button. Save
19.	You have successfully entered third-party activity interface data for the specified project. **End of Procedure.**

Loading Project and Activity Interface Data

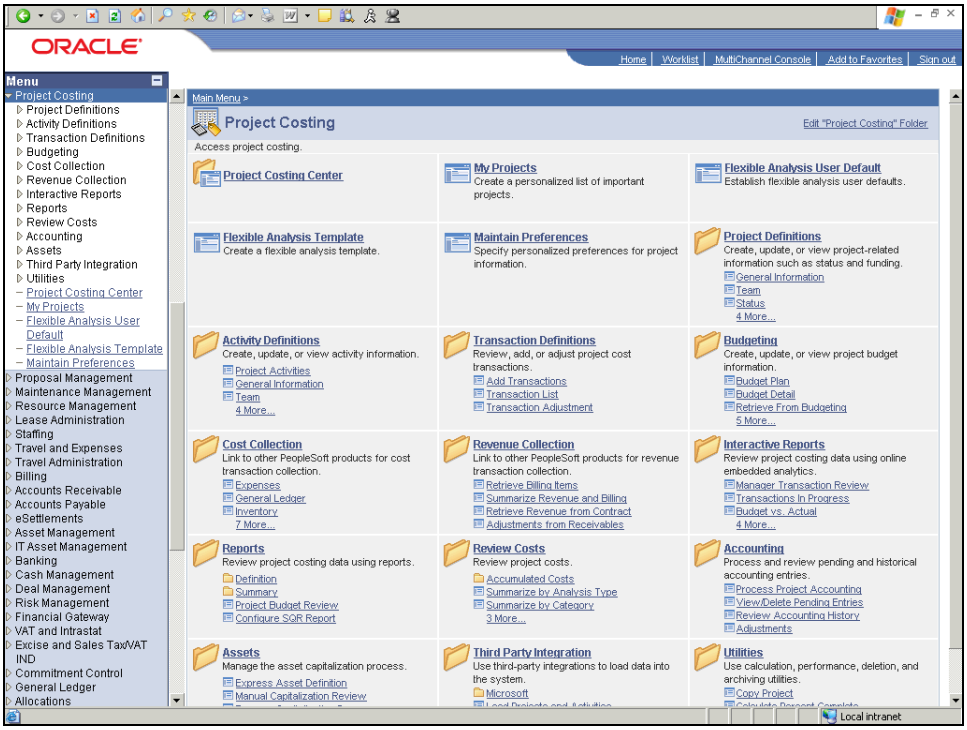
PeopleSoft enables you to integrate third-party software with Project Costing to minimize repetitious data entry. You run the Load Projects and Activities Application Engine process to load project and activity data into Project Costing tables. Run this process after you export the information from your third-party systems to a database table or a flat file.

Consider this scenario: You have exported the project information from the third-party systems to a database table. Your goal is to run a one time procedure to load project interface data in PeopleSoft Project Costing.

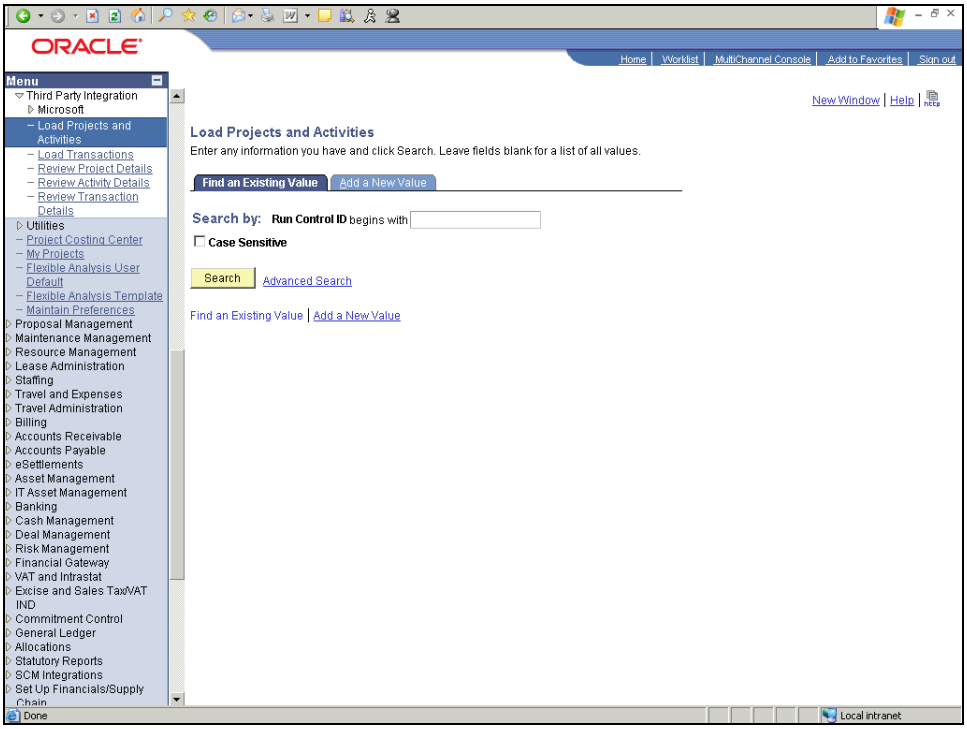
Procedure



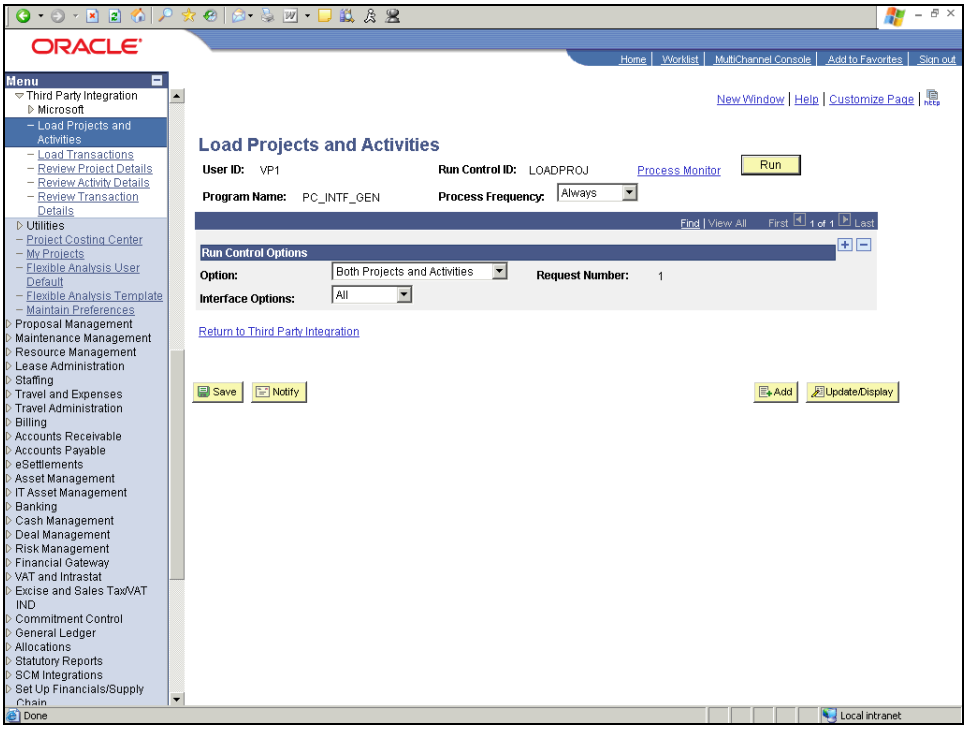
Step	Action
1.	Begin by navigating to the **Load Projects and Activities** page. Click the **Project Costing** link. ▷ Project Costing



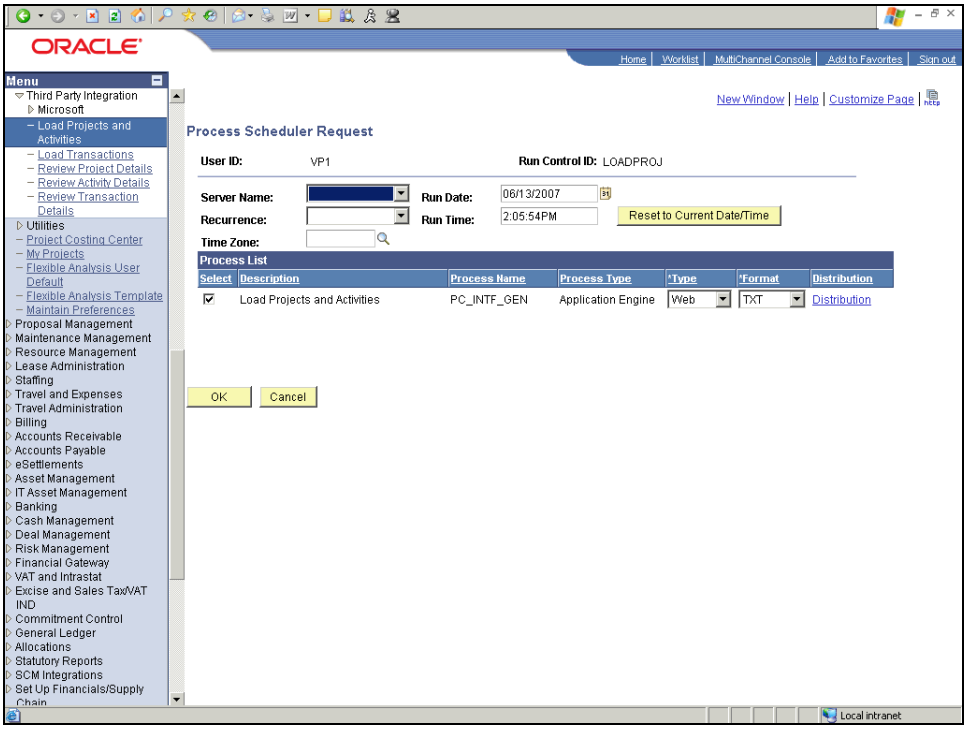
Step	Action
2.	Click the **Third Party Integration** link.
3.	Click the **Load Projects and Activities** link.



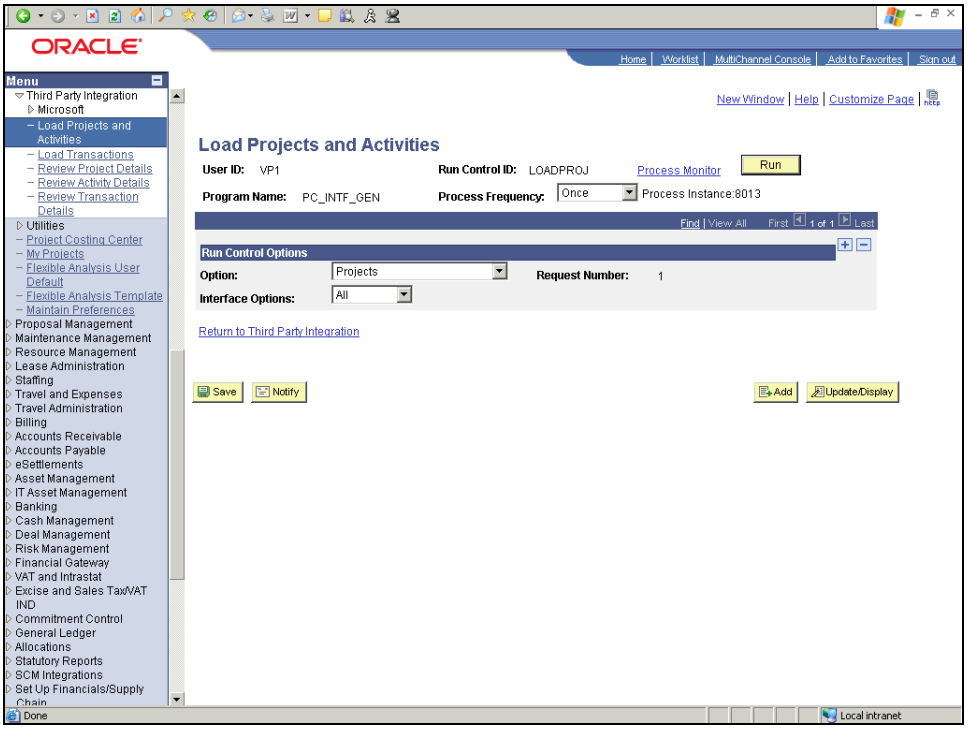
Step	Action
4.	You can run this process by searching for an existing Run Control ID or you can add a new value. Creating a Run Control ID that is relevant to the process may help you remember it for future use. Click the **Add a New Value** tab.
5.	A **Run Control ID** is an identifier that, when paired with your User ID, uniquely identifies the process you are running. The Run Control ID defines parameters that are used when a process is run. This ensures that when a process runs in the background, the system does not prompt you for additional values. Enter the desired information into the **Run Control ID** field. Enter "**LOADPROJ**".
6.	Click the **Add** button. Add
7.	Use the **Load Projects and Activities** page to enter the request parameters. These parameters will be used to define the processing rules and data to be included when the process is run.



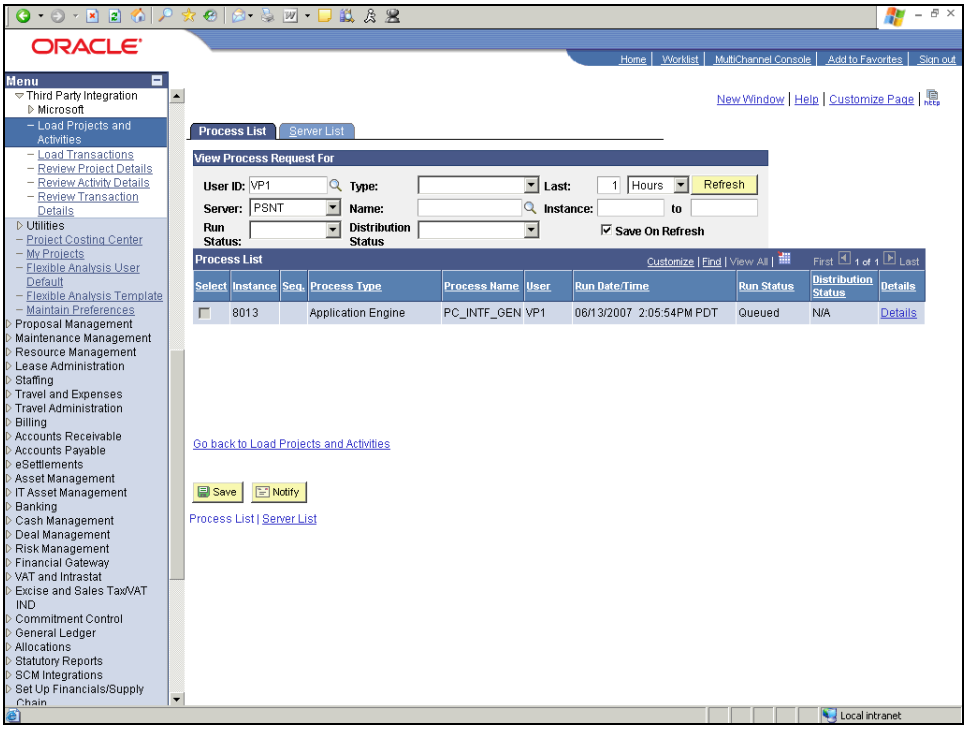
Step	Action
8.	Click the **Process Frequency** list. Always
9.	Click the **Once** list item. Once
10.	Click the **Option** list. Both Projects and Activities
11.	Click the **Projects** list item. Projects
12.	Click the **Run** button. Run
13.	Use the **Process Scheduler Request** page to enter or update parameters, such as server name and process output format.



Step	Action
14.	Click the **Server Name** list.
15.	Click the **PSNT** list item. PSNT
16.	Use the **Type** field to select the type of output you want to generate for this job. Your four choices are File, Printer, Email, or Web.
17.	Use the **Format** field to define the output format for the report. The values are dependent upon the Process Type you have selected. In this example, the default value is TXT.
18.	Click the **OK** button. OK
19.	Notice the **Process Instance** number appears. This number helps you identify the process you have run when you check the status.



Step	Action
20.	Click the **Process Monitor** link. Process Monitor
21.	Use the **Process List** page to view the status of submitted process requests.



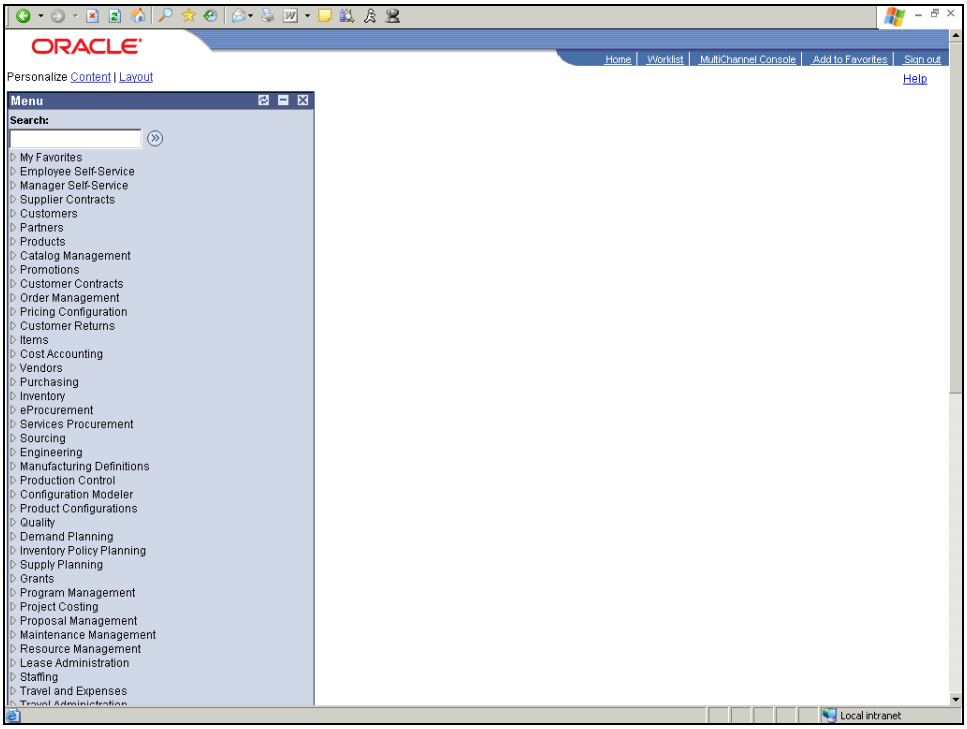
Step	Action
22.	The current status of the process is Queued. The process is finished when the status is Success. Continue to click the **Refresh** button until the status is Success. Click the **Refresh** button. Refresh
23.	The status is now Success.
24.	You have successfully loaded project and activity interface data. **End of Procedure.**

Entering Transaction Interface Data

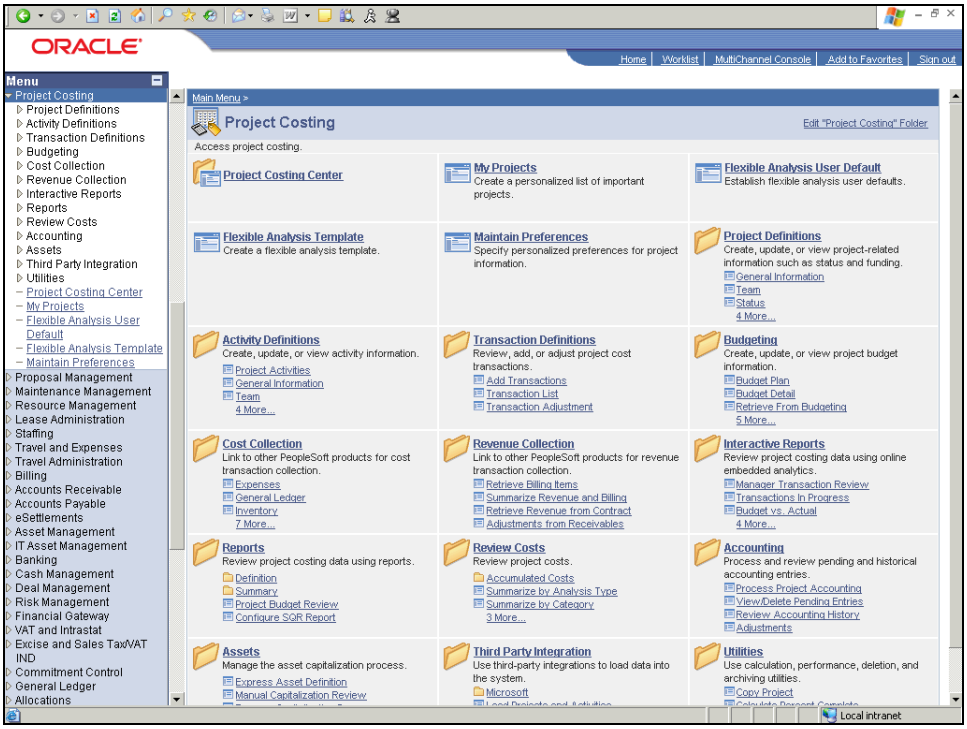
PeopleSoft enables you to integrate third-party software with Project Costing to minimize repetitious data entry. Before data is loaded through the Transaction Load process, you can manipulate the transaction interface information in this component or add a new transaction interface line.

In this topic, your goal is to verify transaction interface data and enter the source amount for the transaction.

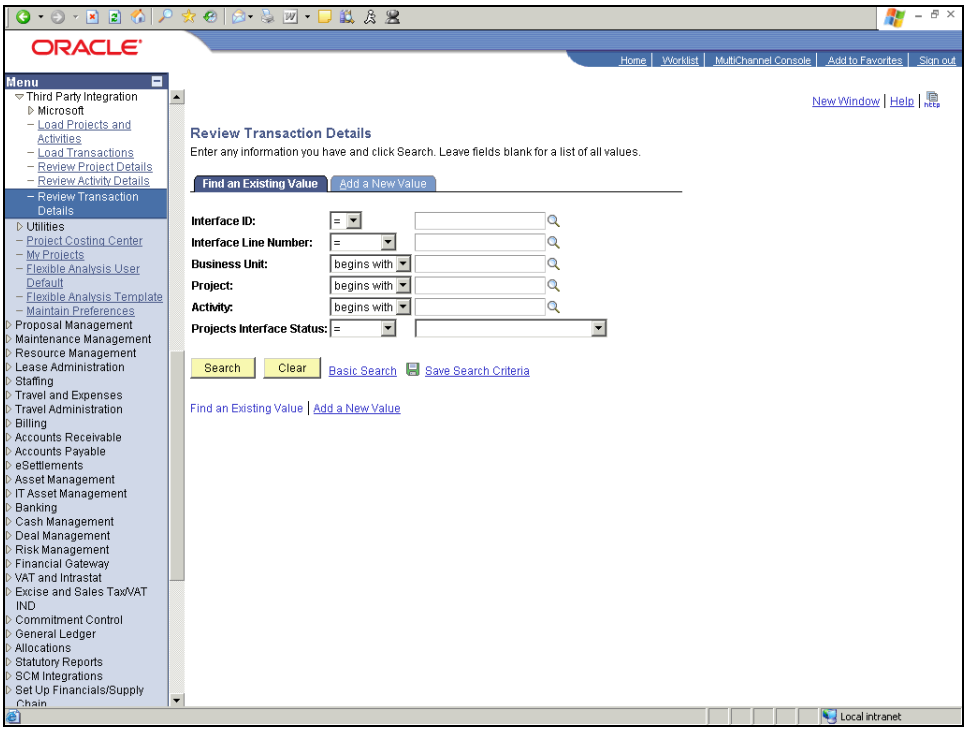
Procedure



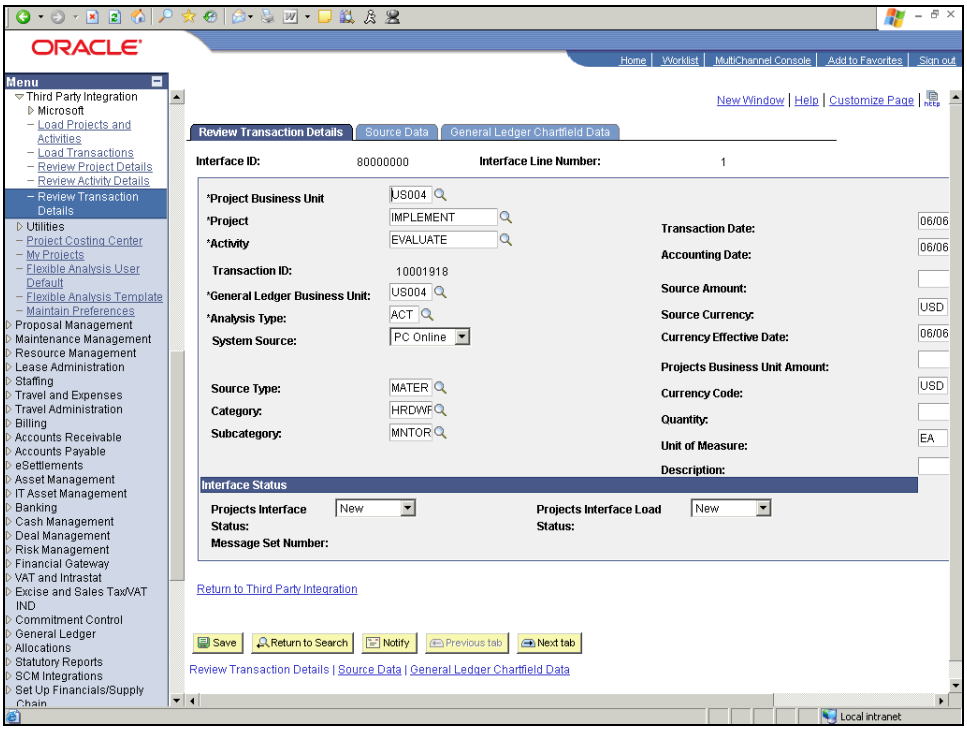
Step	Action
1.	Begin by navigating to the **Review Transaction Details** page. Click the **Project Costing** link. ▷ Project Costing



Step	Action
2.	Click the **Third Party Integration** link.
3.	Click the **Review Transaction Details** link.



Step	Action
4.	Enter the desired information into the **Interface ID** field. Enter "**80000000**".
5.	Click in the **Interface Line Number** field.
6.	Enter the desired information into the **Interface Line Number** field. Enter "**1**".
7.	Click in the **Business Unit** field.
8.	Enter the desired information into the **Business Unit** field. Enter "**US004**".
9.	Click in the **Project** field.
10.	Enter the desired information into the **Project** field. Enter "**IMPLEMENT**".
11.	Click the **Search** button. Search



Step	Action
12.	Click the **Collapse** button.
13.	Use the **Review Transaction Details** page to review and edit third-party application transaction source data details.

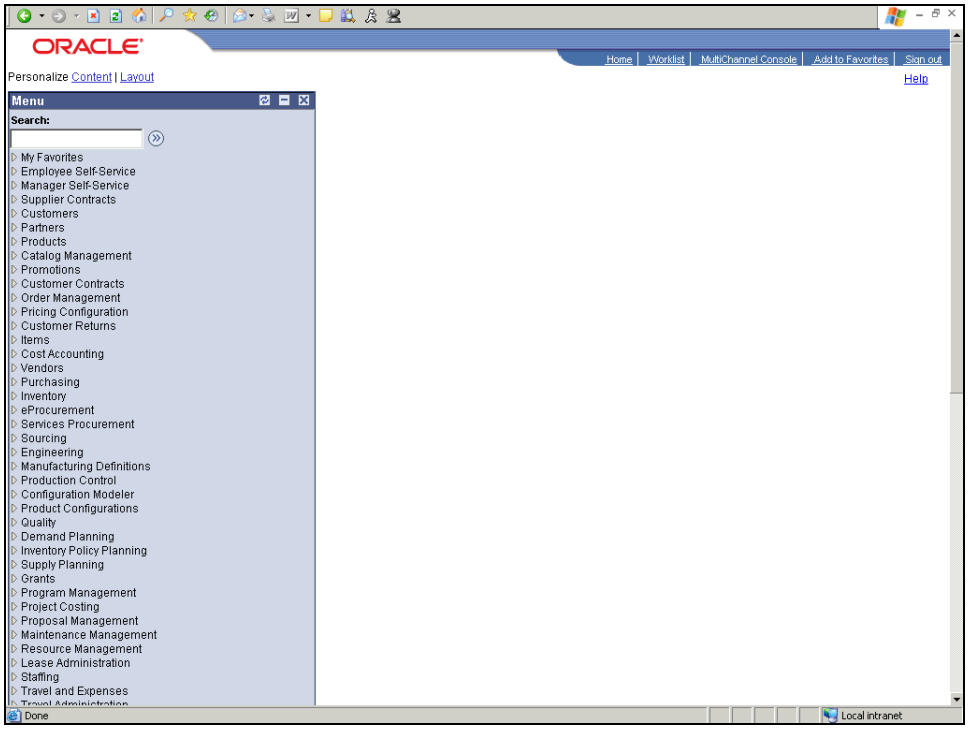
Step	Action
14.	Click in the **Source Amount** field. 300.00
15.	Enter the desired information into the **Source Amount** field. Enter "**200**".
16.	Click the **Save** button. Save
17.	You have successfully entered transaction interface data. **End of Procedure.**

Loading Transaction Interface Data

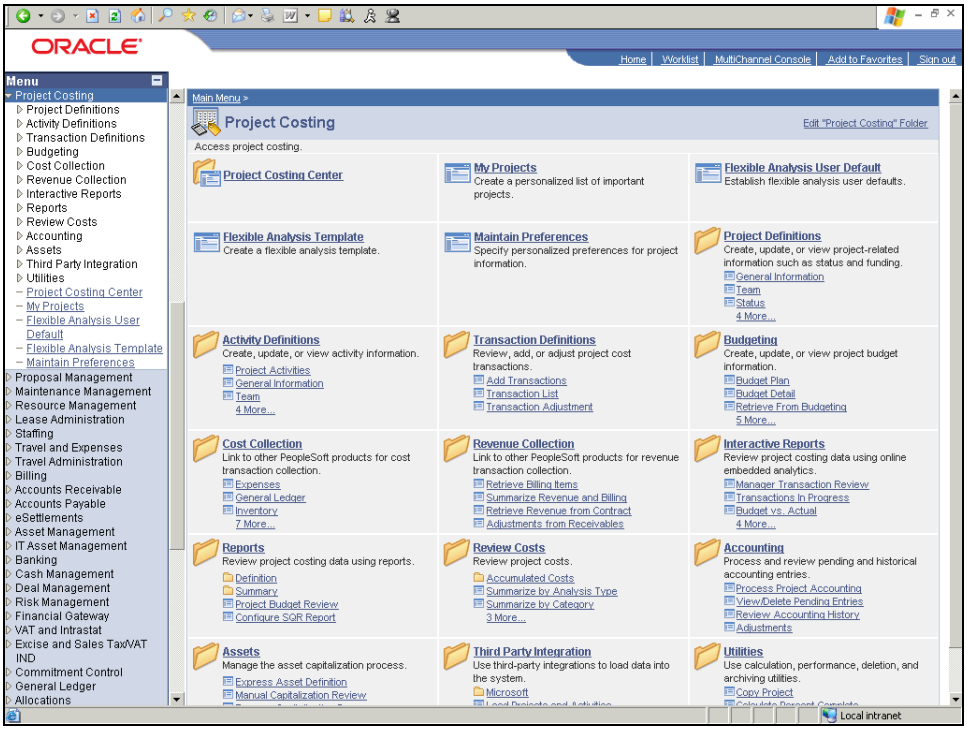
PeopleSoft enables you to load transaction information from third-party software into PeopleSoft Projects. Run this process after you export the information out of your third-party systems to a database table or a flat file.

Consider this scenario: You have exported the transaction information from the third-party system to a database table. Your goal is to run a one time procedure to load transaction interface data in PeopleSoft Project Costing.

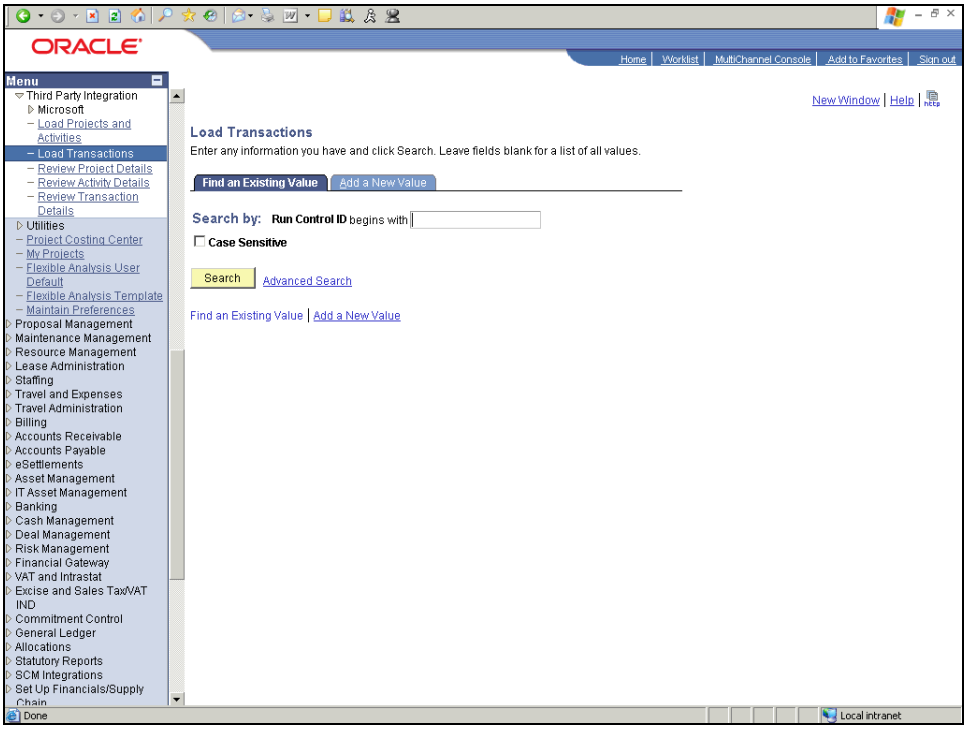
Procedure



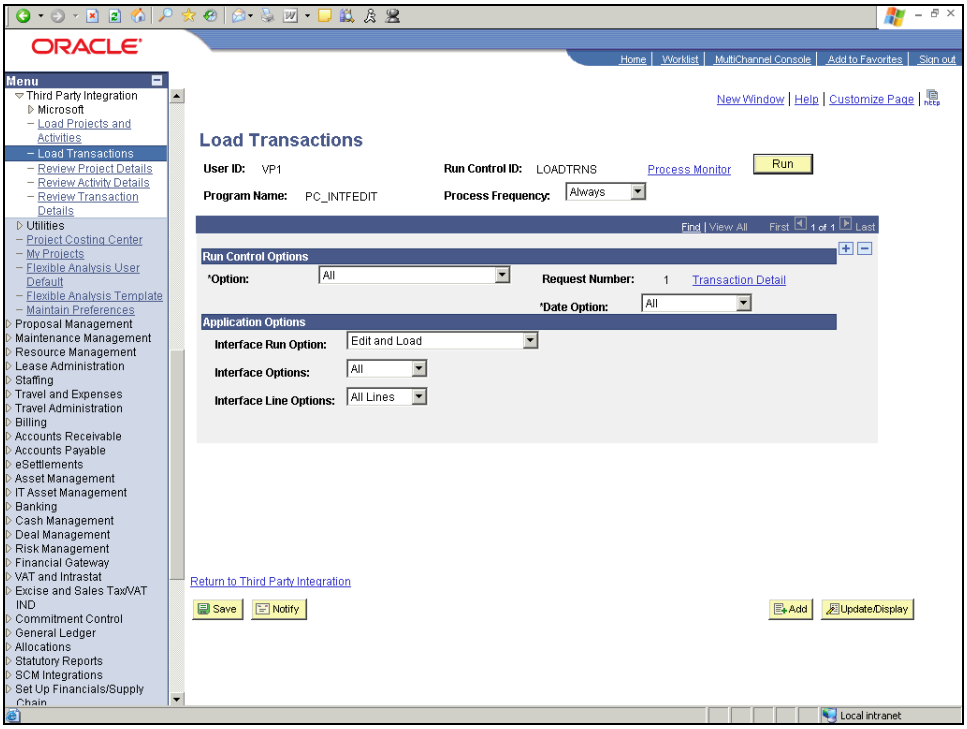
Step	Action
1.	Begin by navigating to the **Load Transactions** page. Click the **Project Costing** link. ▷ Project Costing



Step	Action
2.	Click the **Third Party Integration** link.
3.	Click the **Load Transactions** link.

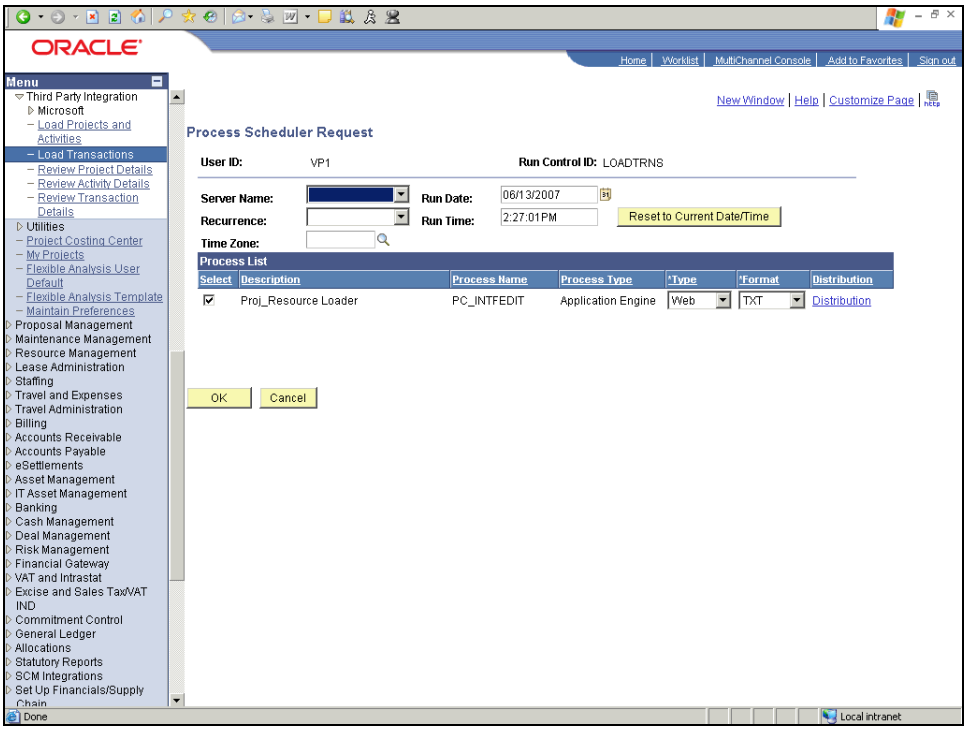


Step	Action
4.	You can run this process by searching for an existing Run Control ID or you can add a new value. Creating a Run Control ID that is relevant to the process may help you remember it for future use. Click the **Add a New Value** tab.
5.	A **Run Control ID** is an identifier that, when paired with your User ID, uniquely identifies the process you are running. The Run Control ID defines parameters that are used when a process is run. This ensures that when a process runs in the background, the system does not prompt you for additional values. Enter the desired information into the **Run Control ID** field. Enter "**LOADTRNS**".
6.	Click the **Add** button. Add
7.	Use the **Load Transactions** page to enter the request parameters. These parameters will be used to define the processing rules and data to be included when the process is run.

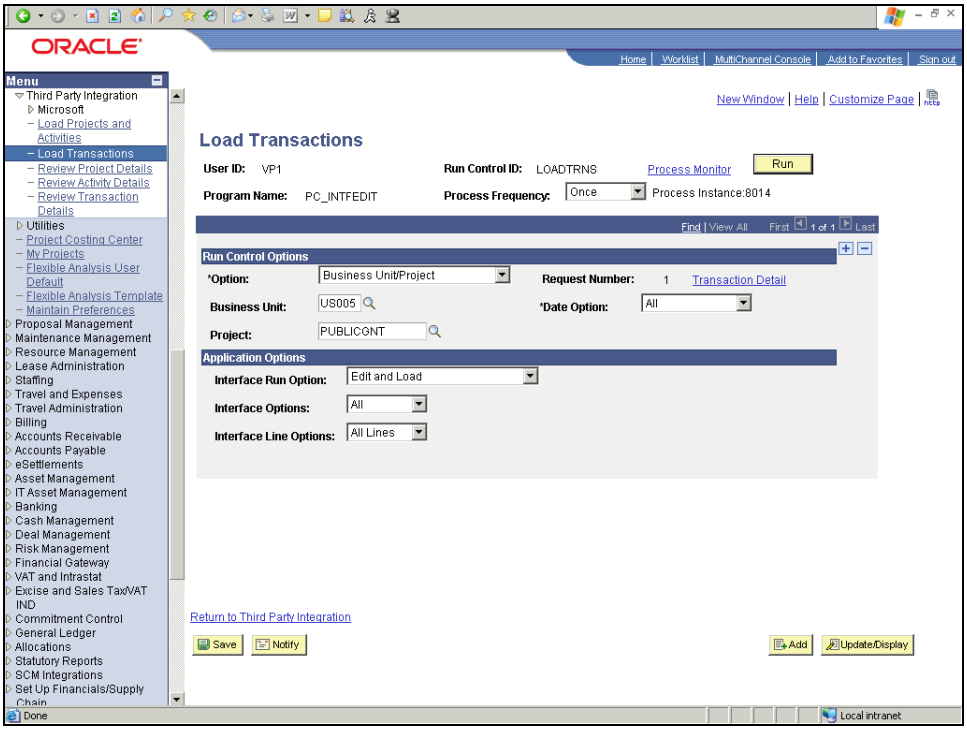


Step	Action
8.	Click the **Process Frequency** list. Always
9.	Click the **Once** list item. Once
10.	Use the **Option** field to select a project business unit, project, or activity option to restrict processing to these values. Click the **Option** list. All
11.	Click the **Business Unit/Project** list item. Business Unit/Project
12.	Click in the **Business Unit** field.
13.	Enter the desired information into the **Business Unit** field. Enter "**US005**".
14.	Use the **Date Option** field to filter by Accounting Date, Transaction Date, or both.
15.	Click in the **Project** field.
16.	Enter the desired information into the **Project** field. Enter "**PUBLICGNT**".
17.	Click the **Run** button. Run

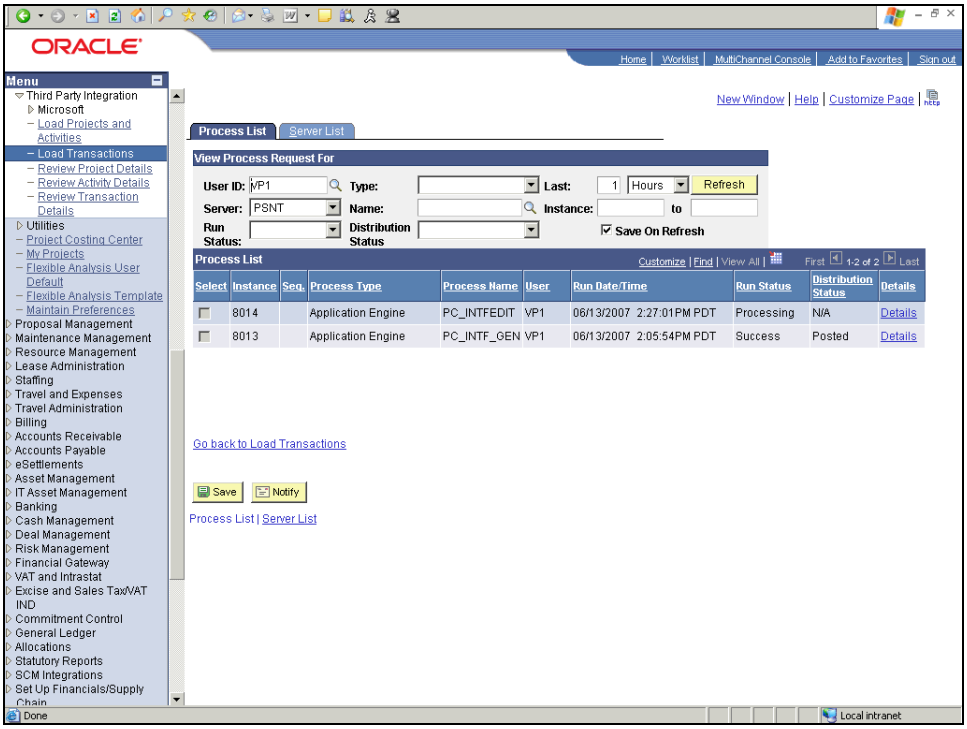
Step	Action
18.	Use the **Process Scheduler Request** page to enter or update parameters, such as server name and process output format.



Step	Action
19.	You must select a **Server Name** to identify the server on which the process will run. If you use the same Run Control ID for subsequent processes, the server name that you last used will default in this field. Click the **Server Name** list. 
20.	Click the **PSNT** list item. PSNT
21.	Use the **Type** field to select the type of output you want to generate for this job. Your four choices are File, Printer, Email, or Web.
22.	Use the **Format** field to define the output format for the report. The values are dependent upon the Process Type you have selected. In this example, the default value is TXT.
23.	Click the **OK** button. OK
24.	Notice the **Process Instance** number appears. This number helps you identify the process you have run when you check the status.



Step	Action
25.	Click the **Process Monitor** link. Process Monitor
26.	Use the **Process List** page to view the status of submitted process requests.



Step	Action
27.	The current status of the process is Processing. The process is finished when the status is Success. Continue to click the **Refresh** button until the status is Success. Click the **Refresh** button. Refresh
28.	The status is now Success.
29.	You have successfully run the process to create resource transactions from the employee time sheets. **End of Procedure.**

Running FSCM 9.0 Reports

Process Scheduler's primary role is to support the PeopleSoft application environment. It is used to run PeopleSoft processes, including programs, batch programs, reports, and so on.

More specific examples of processes include running reports, posting journal entries, loading benefit enrollment forms, and calculating payroll deductions. All of these are performed behind the scenes of your online system.

There are several advantages to using Process Scheduler to run reports. This lesson focuses only on running reports and not on any other types of processes. Because a report is a type of process, these two terms may be used interchangeably, depending upon the context in which they are used.

Process Scheduler Advantages:

• **System Efficiency:** Data-centric processes can run close to the database on high-powered servers. Non-data-centric processes can run anywhere.
• **Low Administration Overhead:** User accounts on servers are unnecessary. Users don't need to know additional passwords to run processes.
• **End-User Productivity:** Users don't need to know the syntax of running a report or any process for that matter. Workstations remain available for other tasks while a process runs in the background on a server.

Process Scheduler enables you to run processes one at a time, per your request. For example, you may want to run a report that generates a list of employees hired last month. If it fits your needs, you can also schedule a recurring report to run at specified times, such as every Friday at 6:00 p.m.

Process Scheduler enables you to run reports easily and efficiently, without interruption to your workstation. A report may be running at the same moment you are reconciling financial data in a spreadsheet or entering personnel data into a database -- whatever the case may be for your particular position. In short, you can continue your daily work routine while Process Scheduler takes care of running your reports.

Upon completion of this lesson, you will be able to:
• Run a report using Process Scheduler.
• Monitor a report using Process Monitor.
• Manage a report using Report Manager.

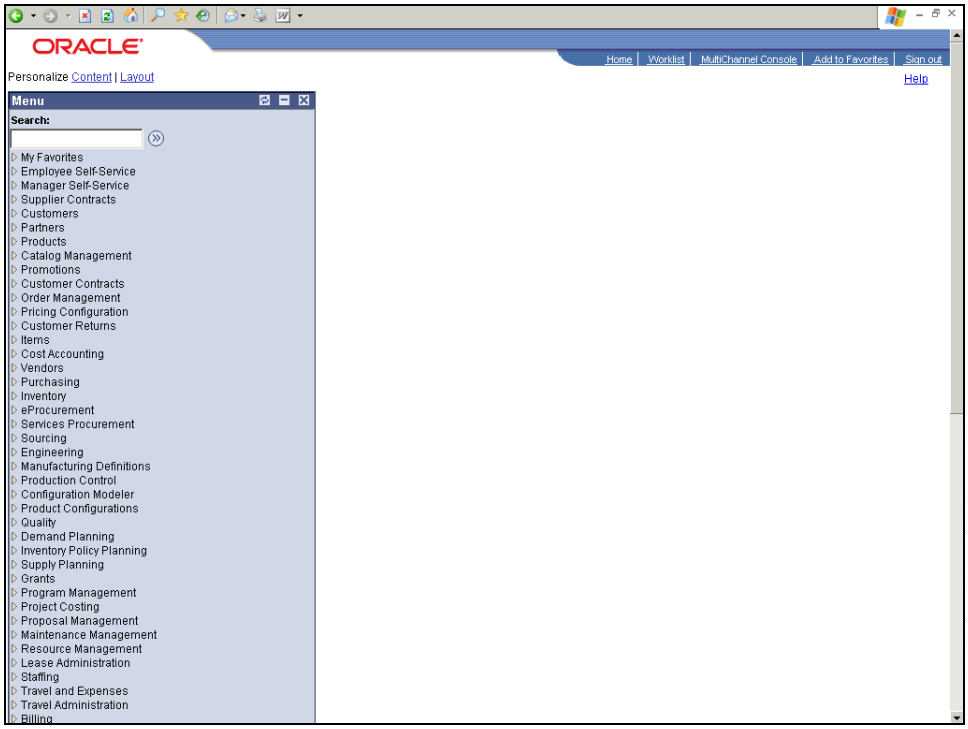
Running Financials and SCM Reports

Using **Process Scheduler**, running a report is a simple process. Before beginning, it is important to understand a few basic Process Scheduler terms.

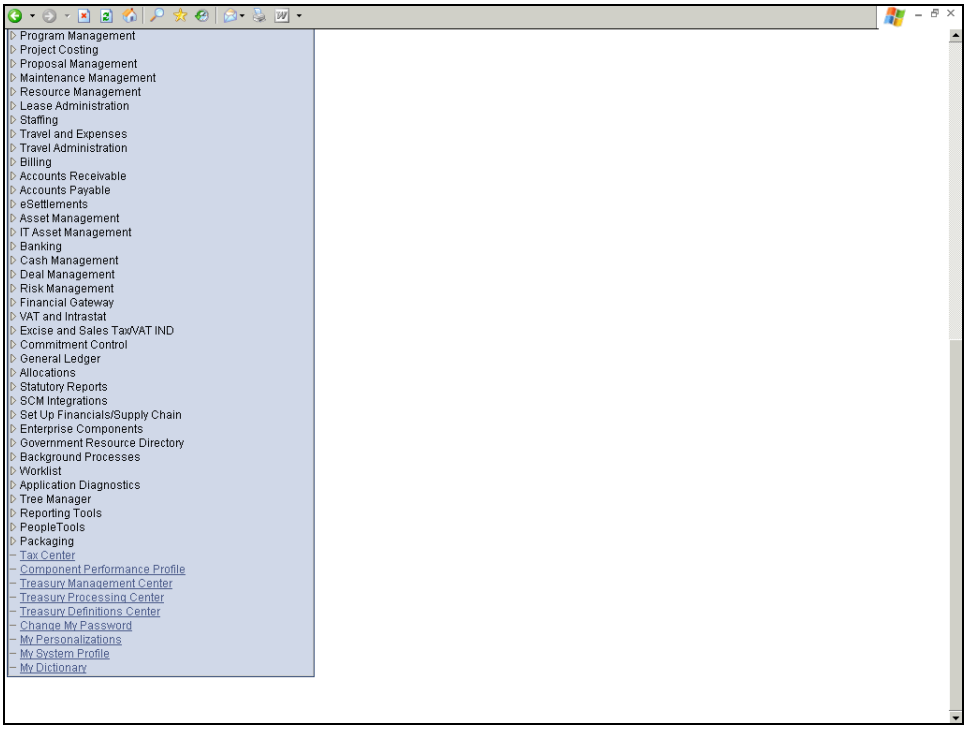
• **Process Request:** A single "run request," such as an SQR or Crystal report.
• **Run Control ID:** A unique ID, associating each operator with his or her own run control table entries.
• **Process Instance:** A unique number that identifies each process request. This value is automatically incremented and assigned to each requested process when the process is submitted to run.

In this topic, assume your company is performing its year end closing. The process of year end closing closes the profit and loss (P/L) accounts to retained earnings and generates the balance forward amounts. As part of this process, you have been asked to run the Closing Trial Balance report which lists summary information of all entries on the ledger by account type. Your goal is to run the Closing Trial Balance report.

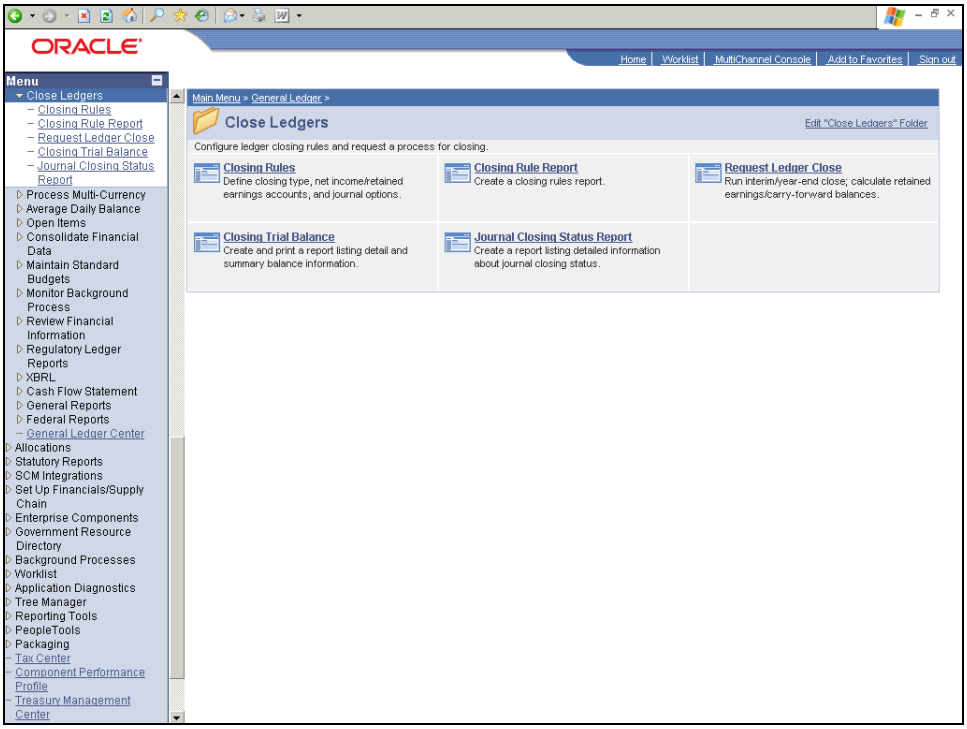
Procedure



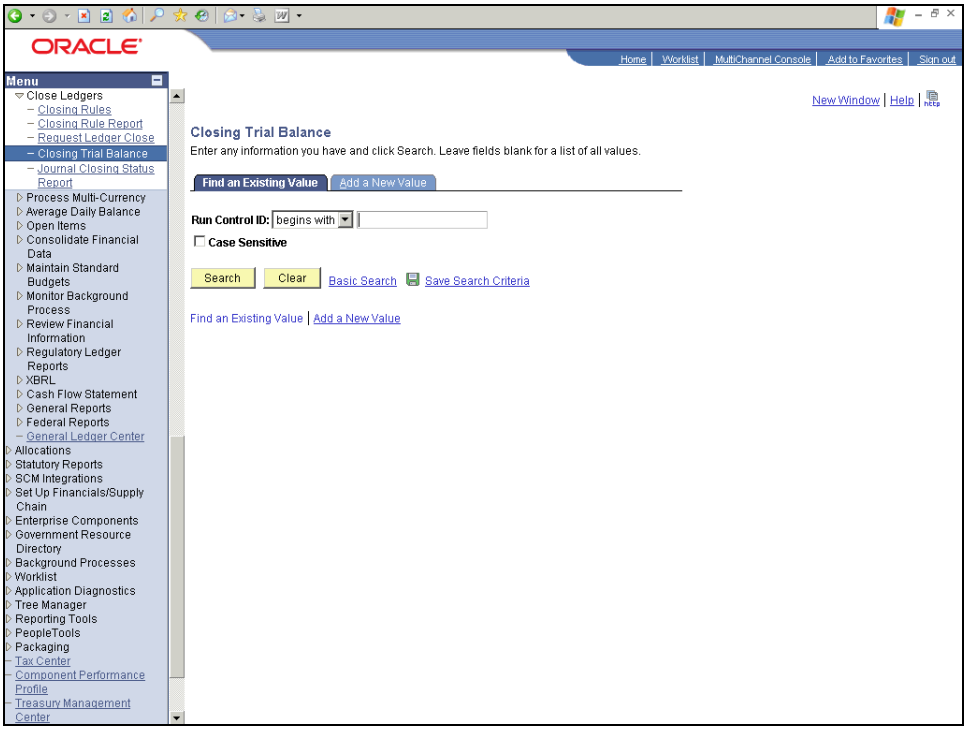
Step	Action
1.	Begin by navigating to the **Closing Trial Balance** page. Click the **vertical** scrollbar.



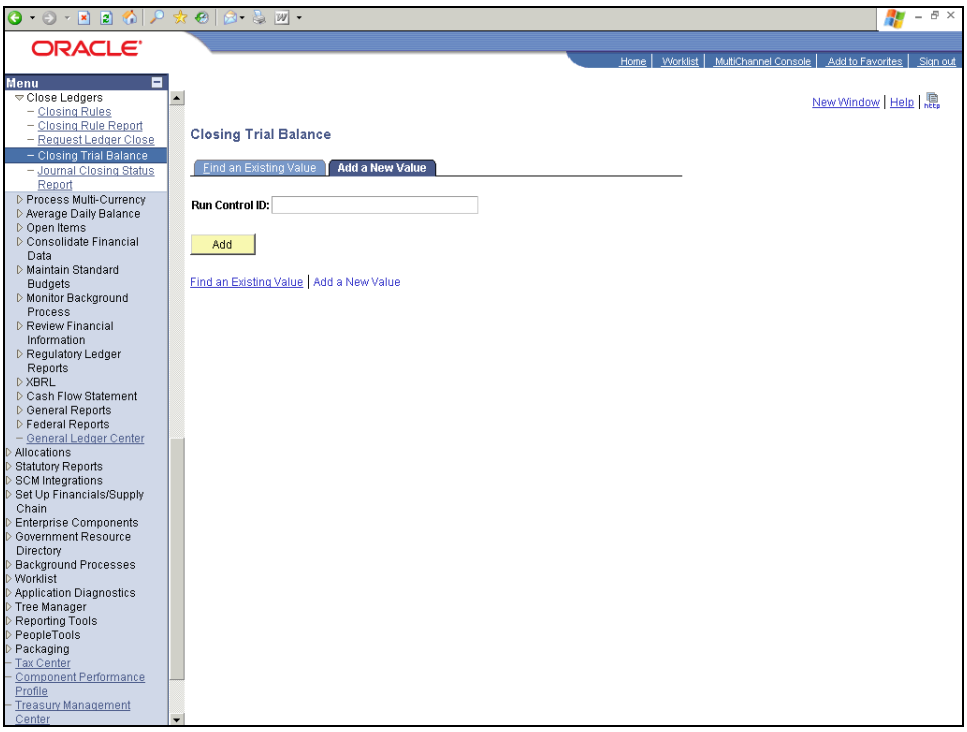
Step	Action
2.	Click the **General Ledger** link. ▷ General Ledger
3.	Click the **Close Ledgers** link.



Step	Action
4.	Click the **Closing Trial Balance** link.

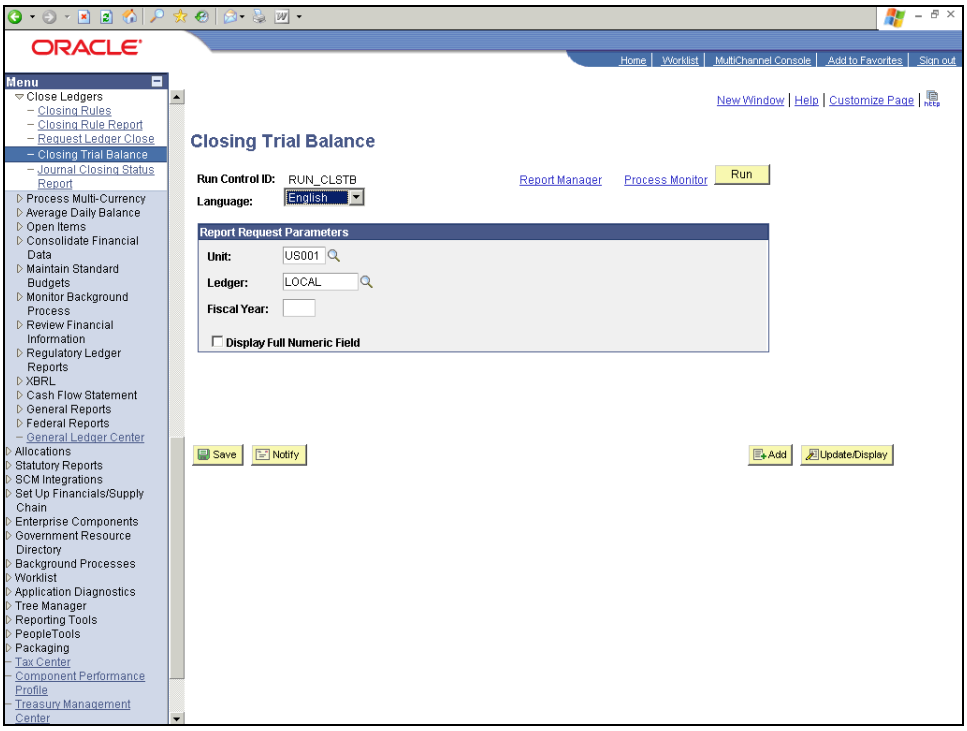


Step	Action
5.	You can run this report by searching for an existing Run Control ID or you can add a new value. Creating a Run Control ID that is relevant to the report may help you remember it for future use. Click the **Add a New Value** tab.

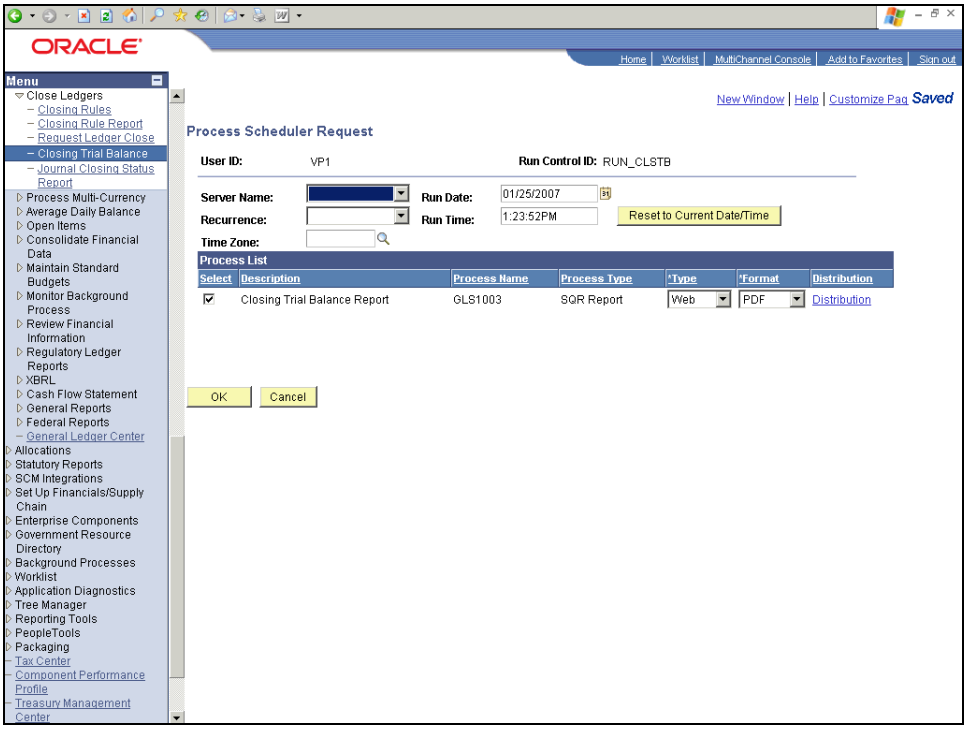


Step	Action
6.	A **Run Control ID** is an identifier that, when paired with your User ID, uniquely identifies the process you are running. The Run Control ID defines parameters that are used when a process is run. This ensures that when a process runs in the background, the system does not prompt you for additional values. Enter the desired information into the **Run Control ID** field. Enter "**RUN_CLSTB**".
7.	Click the **Add** button. Add
8.	Use the **Closing Trial Balance** page to enter the request parameters. These parameters will be used to define the processing rules and data to be included when the report is run. The parameters will vary depending on which report you are running. For example, other reports might have fields where you specify the SetID, Employee ID, or Department values before running the report.

Step	Action
9.	For this report, you must define the **Unit**, **Ledger**, and **Fiscal Year** fields. For this example, use the default selections for the **Unit** and **Ledger** fields.

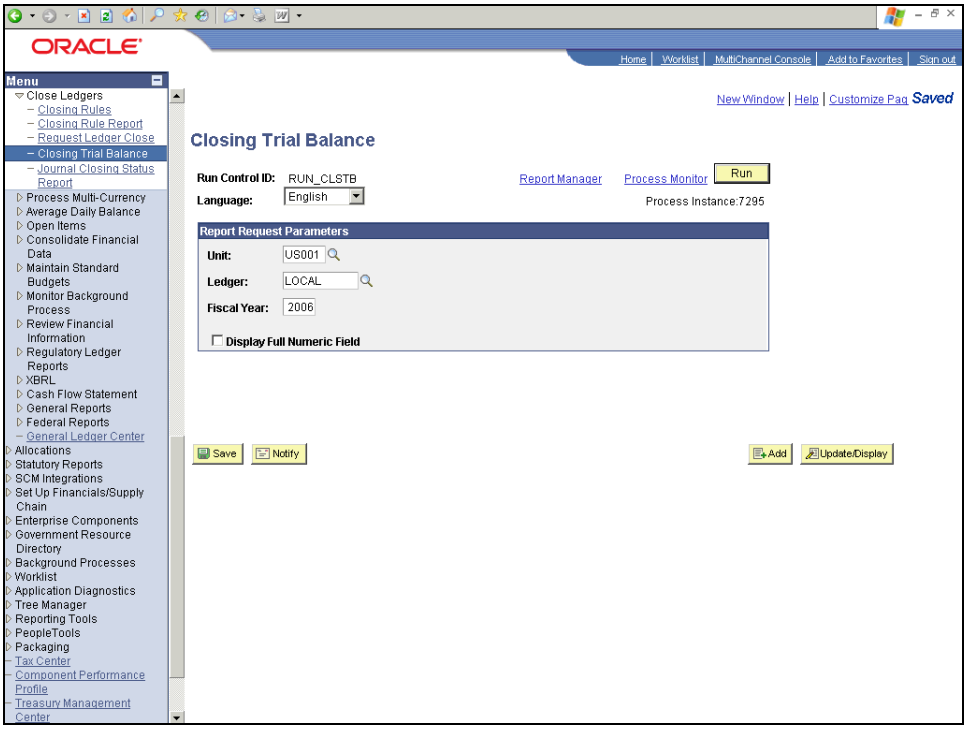


Step	Action
10.	Next, specify the fiscal year for which you will run the report. Click in the **Fiscal Year** field.
11.	Enter the desired information into the **Fiscal Year** field. Enter "**2006**".
12.	The parameters are set for this report. Click the **Run** button. Run
13.	Use the **Process Scheduler Request** page to enter or update parameters, such as server name and process output format.



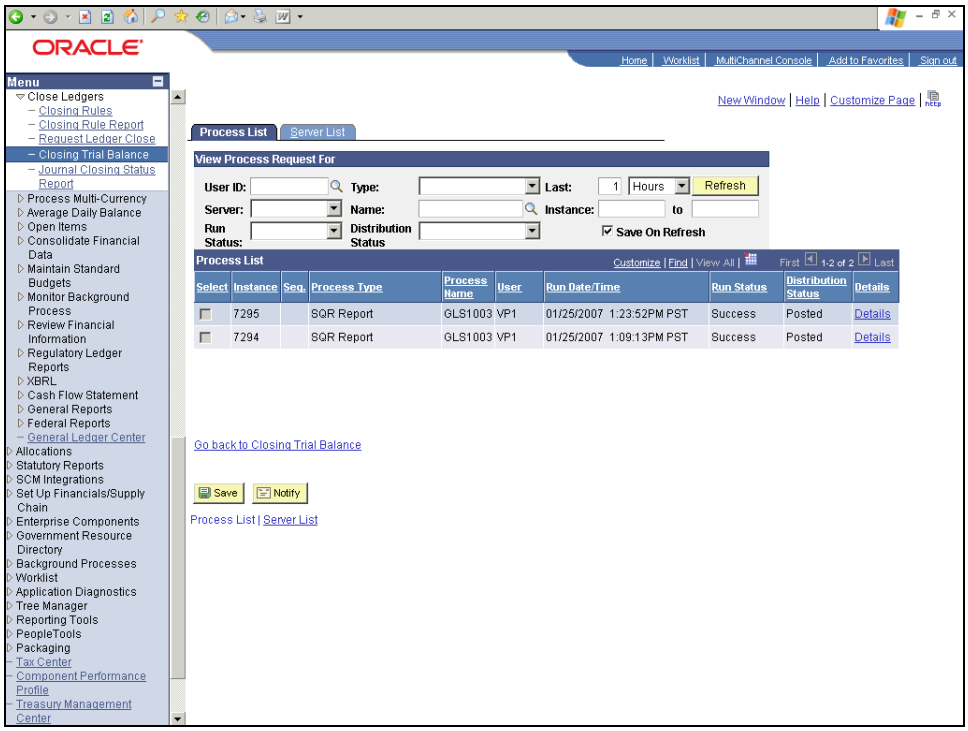
Step	Action
14.	You must select a **Server Name** to identify the server on which the process will run. If you use the same Run Control ID for subsequent processes, the server name that you last used will default in this field. Click the **Server Name** list.
15.	Click an entry in the list. PSNT
16.	Use the **Run Date** field to specify the date you want the process to run. This gives you the ability to set a report to run on a future date.
17.	Use the **Recurrence** field to specify the recurring time intervals for a process request to run. For instance, if you need to run a process every week day at 5 pm that resolves all the transactions managed by your web site, you could select the run recurrence definition of M-F at 5 pm to schedule this process to run at the appropriate time.
18.	Use the **Run Time** field to specify the time you want the process to run. This gives you the ability to set a report to run at a future time.
19.	Use the **Reset to Current Date/Time** button to sets the Run Date and Run Time to the present date and time.
20.	Use the **Time Zone** field to select the time zone in which the process will run. For example, you might be in Eastern Standard Time (EST) and schedule a process to run in Pacific Standard Time (PST).

Step	Action
21.	The **Description** field helps to uniquely identify a process. You should be familiar enough with the processes that you run as part of your daily tasks to identify them by this description.
22.	The **Process Name** field displays the name of the process as it appears in the definition.
23.	The **Process Type** field displays the type of process, such as SQR, Crystal, and so on.
24.	Use the **Type** field to select the type of output you want to generate for this job. Your four choices are File, Printer, Email, or Web. File: This enables you to write the output to a file that will appear in the Output Destination. Printer: You can enter a custom printer location if you have the appropriate security access. Email: You can enter the destination information to send to a particular email recipient(s). Note that Email is available only for SQR, PS/nVision, and Crystal. Web: Sends all output of the process to the report repository, including log and trace files.
25.	Use the **Format** field to define the output format for the report. The values are dependent upon the Process Type you have chosen. For example, the default format for Crystal and PS/nVision is HTML.
26.	Click the **OK** button. OK
27.	The report is now running. Notice that your report has been assigned a **Process Instance** number. It is a good idea to make a note of the Process Instance number for future tracking.



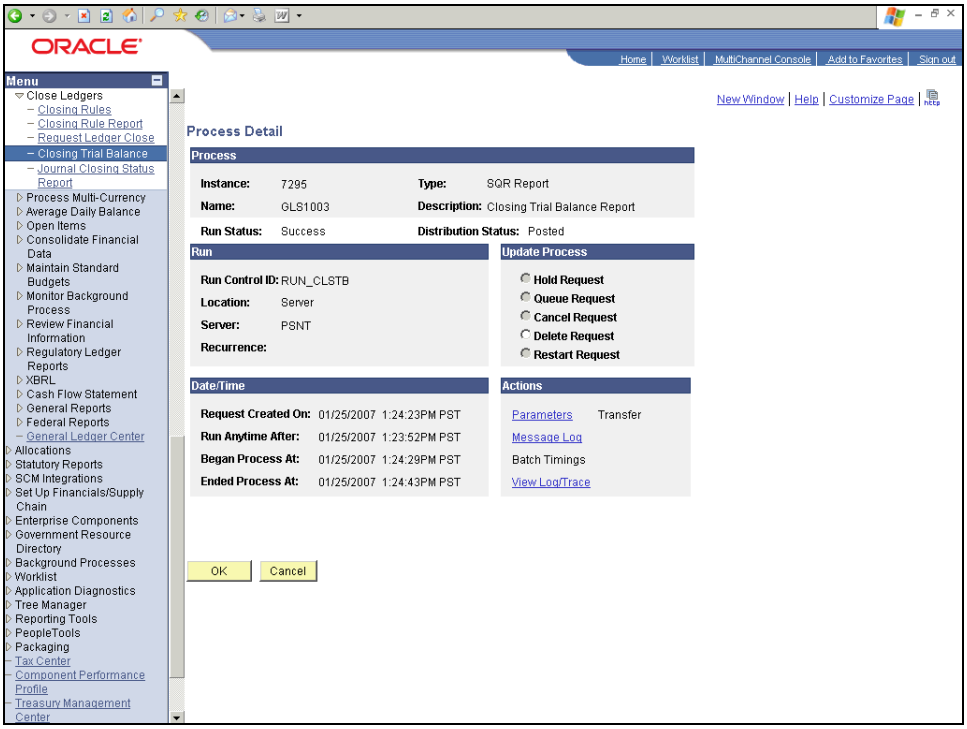
Step	Action
28.	Now that you have used **Process Scheduler** to run your report, you next will use **Process Monitor** to monitor the status of your report. You use Process Monitor to: • Check the status of your submitted process requests. • Cancel process requests that have been initiated or are currently processing. • Hold process requests that are queued, and queue process requests you have put on hold. Click the **Process Monitor** link. Process Monitor
29.	Process Monitor supplies you with two pages, the **Process List** page and the **Server List** page. Use the **Process List** page to view the status of submitted report/process requests.
30.	You use the fields in the **View Process Request For** section to display specific processes based on the criteria entered in these fields.
31.	Use the **User ID** field to view the processes submitted by a user ID. Usually, you view your own user ID. Leave this field blank to view all of the processes that you are authorized to view.
32.	Use the **Type** field to view by a process type, such as Application Engine, Crystal, COBOL, SQR, or Application Engine processes.
33.	Use the **Last** fields to specify an interval of time by which to limit the process requests that appear in the list. Enter a custom numerical value in the field, and then select a unit type: Days, Hours, or Minutes.

Step	Action
34.	Use the **Server** field to view processes that are run on a particular server.
35.	Use the **Name** field to view all processes for a specific process name.
36.	Use the **Instance** fields to display results based on the process instance number. This number is automatically generated when a process is requested.
37.	Use the **Run Status** field to view processes by status, such as Completed or Error.
38.	Use the **Distribution Status** field to view processes by distribution status, such as Generated, Posted, or Not Posted.
39.	The **Process List** itemizes all the requested processes for the user, in this example VP1.

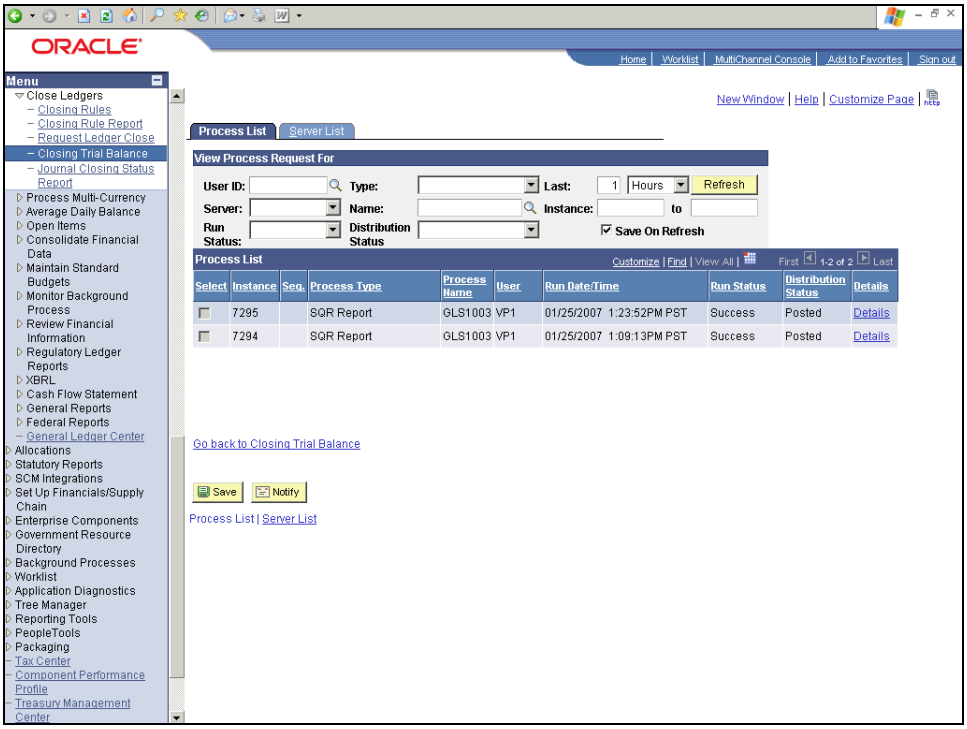


Step	Action
40.	You can get details about a particular process request by clicking the **Details** link in the **Details** column. This opens the **Process Detail** page where you can view such details as request parameters and message logs. Click the **Details** link. Details
41.	Most of the items on the **Process Detail** page are display-only; however, you can use some controls to manipulate the program run, as needed.

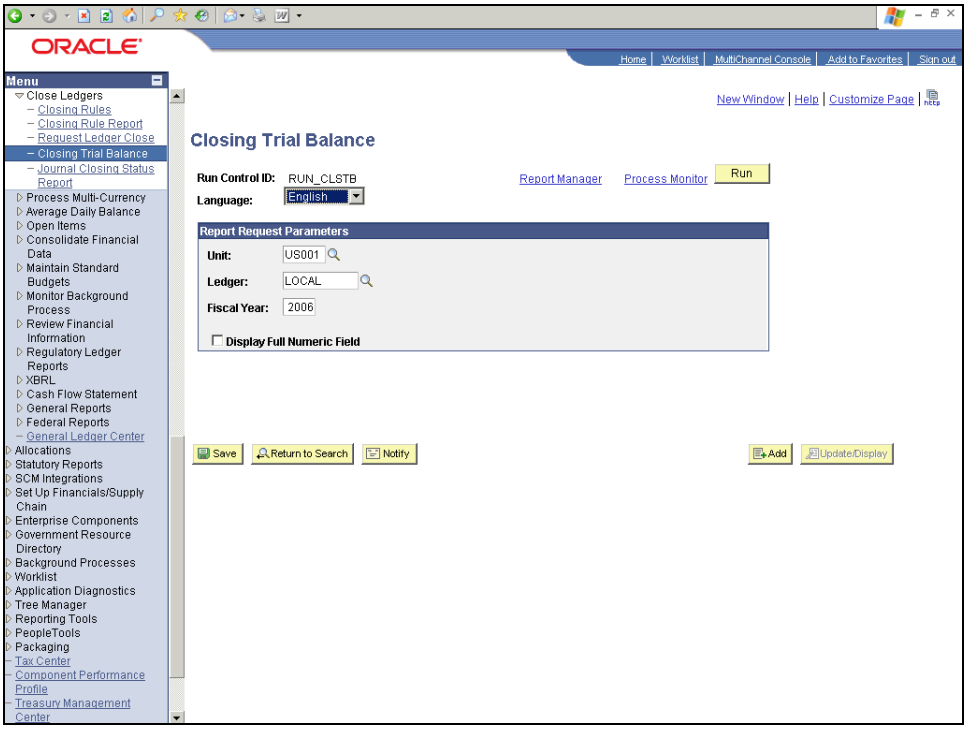
Step	Action
42.	The **Process** group box contains general information to help you identify the process request. This is a display-only group, showing basic descriptive information about this process.
43.	The **Run** group box shows specific run information, such as the run control ID and the run location. If the process runs on the server, the server name appears in the **Server** field and any run recurrence that you have selected appears in the **Recurrence** field.
44.	The **Update Process** group box displays the actions you can take for this field depend upon your user authorizations and the current status of the request. If you are authorized, you have the following options for your request: Hold, Queue, Cancel, Delete, or Restart.
45.	The **Actions** group box contains links to other pages that provide additional details about the process parameters.
46.	Click the **Parameters** link to view additional information about the process parameters, such as runtime definition variables, the path and program used to run the process, the location of the completed output, and additional information about the process status.
47.	Click the **Message Log** link to view messages that are inserted into the message log by the program that is running.
48.	The **Batch Timings** link is only available for process requests with a process type of Application Engine. The Batch Timings report contains a set of statistics that system administrators can use to tune the system to gain better performance. This report relates specifically to PeopleSoft Application Engine program performance.
49.	When you click the **View Log/Trace** link, a new browser window opens, displaying links that enable you to view the message log and trace file in a browser. The **View Log/Trace** link appears on the **Process Monitor Detail** page when at least one of the following conditions is met: • The output destination for the process request is Web, and the report and log files were successfully posted to the Report Repository by the Distribution Agent. • The process has a run status of Success. • The process request ran from a PeopleSoft Process Scheduler Server Agent that was set up using the **Server Definition** page with a distribution node.



Step	Action
50.	Return to the **Process List** page. Click the **OK** button. OK
51.	Knowing the run status of your job helps you to see where it is in the queue or identify a problem if the process has an error. The status of your report is Success, meaning that your report has finished running.
52.	If the status is not Success, you can click the **Refresh** button to update the status.

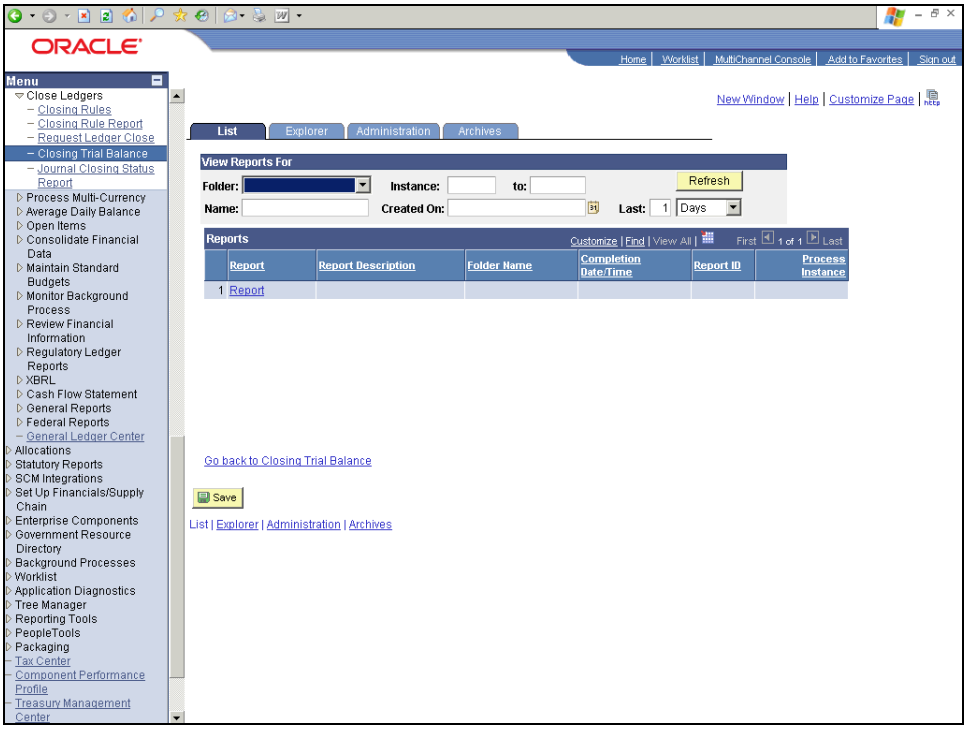


Step	Action
53.	Now that your report has finished running, you are ready to use **Report Manager** to view your report. Click the **Go back to Closing Trial Bal** link. Go back to Closing Trial Balance

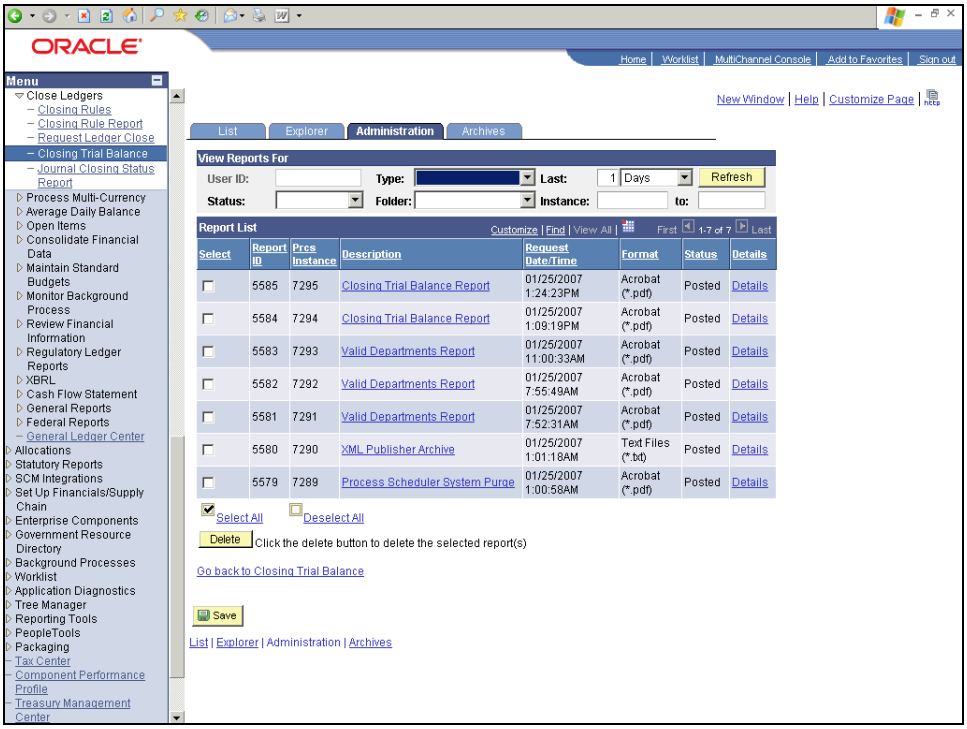


Step	Action
54.	**Report Manager** is like your own personal "in box" of reports and process output. It provides a secured means to view report content, check the posting status of your output, and see content detail messages. Click the **Report Manager** link. Report Manager
55.	The **List** page displays the reports from multiple databases to which you have access. Unlike the **Administration** page, the **List** page lists reports when both of the following events occur. First, the Distribution Agent has successfully posted the report to the report repository. Once the report has posted, the Distribution Agent publishes a message to have an entry added to the report folder table for the new report. Second, the local message node has subscribed to the message that was sent by the Distribution Agent by adding an entry for the report in the report folder table.
56.	The **Explorer** page displays a hierarchical view of folders and reports. Unlike the **Administration** page, the **Explorer** page lists reports when both of the following events occur. First, the Distribution Agent has successfully posted the report to the report repository. Once the report has posted, the Distribution Agent publishes a message to have an entry added to the report folder table for the new report. Second, the local message node has subscribed to the message that was sent by the Distribution Agent by adding an entry for the report in the report folder table.
57.	You use the **Administration** page to view the report, view details about the report, and delete unwanted reports from the system. New reports that have been scheduled or are in the process of being posted to the report repository are viewed only through the **Administration** page.

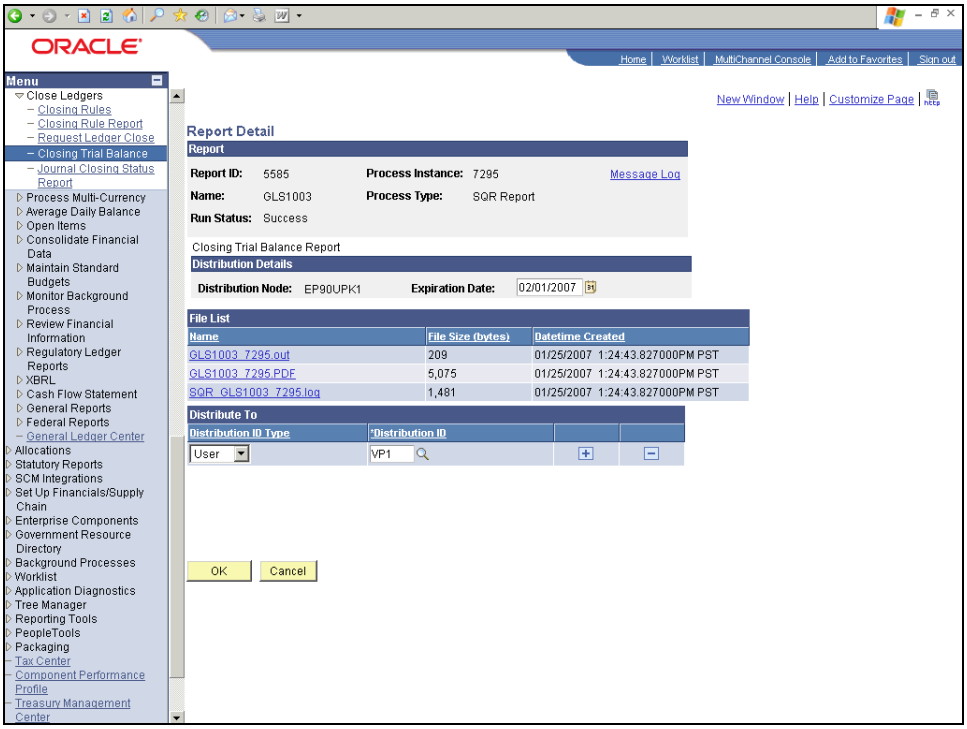
Step	Action
58.	You use the **Archives** page to view reports that have been archived.



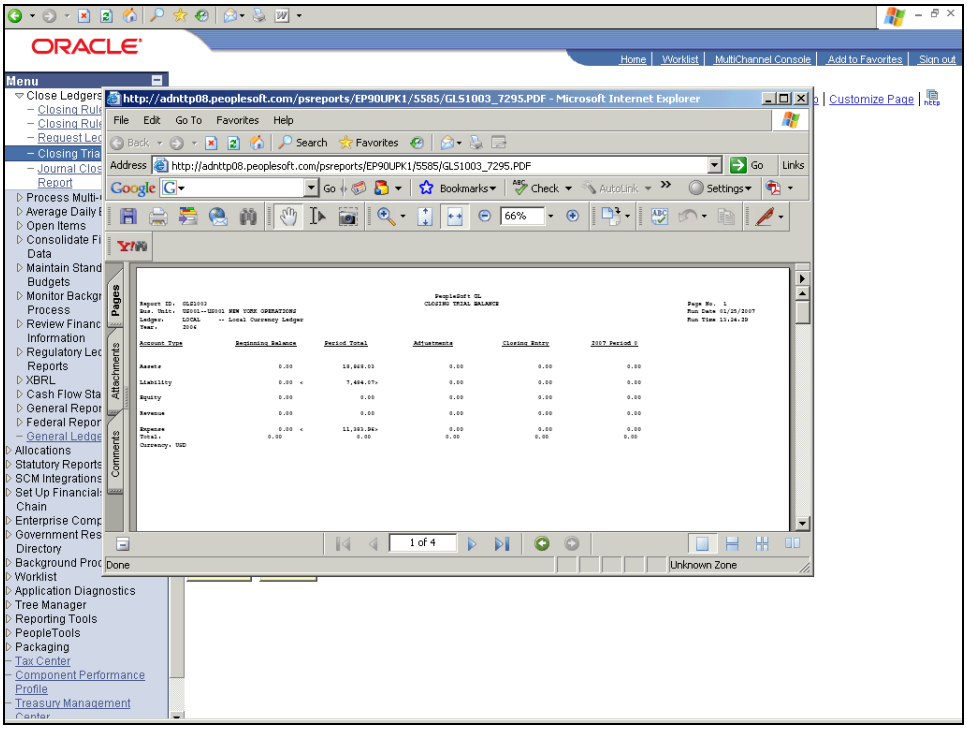
Step	Action
59.	For this example, you need to go to the **Administration** page to view the report. Click the **Administration** tab.
60.	The reports are listed in the **Report List** section of the page. You can sort this list by using the fields in the **View Reports For** section of the page.
61.	The **Closing Trial Balance Report** with the instance number 7295 is at the top of the list, and the status is Posted.
62.	In **Report Manager**, there are several status possibilities. Knowing what they mean will help you to understand the progress of your job without having to check the **Process Monitor**.



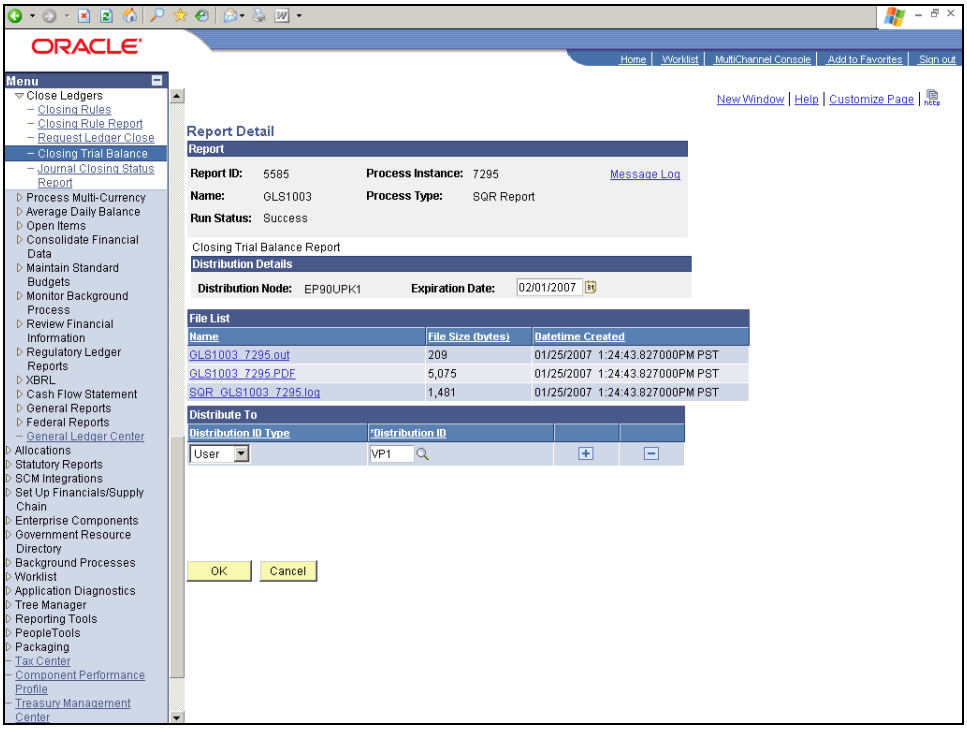
Step	Action
63.	Because the status of your report is Posted, you may now view your report. Notice the **Details** link on the right side of your screen. Click the **Details** link. Details



Step	Action
64.	Click the **GLS1003_7295.PDF** link. GLS1003_7295.PDF
65.	A second browser window is opened that displays the report. Review the report. If you wish, you can also print this report by using the browser's print button.



Step	Action
66.	Return to the **Report Detail** page. Click the **Close** button. 



Step	Action
67.	Return to the **Administration** page. Click the **OK** button. OK
68.	If you are authorized to delete a report, the **Select** check box will be active. This enables you to select the report and then click the **Delete** button to remove the report from the list. Note that you must be assigned the ReportDistAdmin (Report Manager administrator) or ReportSuperUser (super user) role in PeopleSoft Security to be able to delete a report in **Report Manager**.
69.	You successfully requested a report, viewed the status using Process Monitor, and viewed the report using Report Manager. **End of Procedure.**